Jakyle Harrington

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**OBJECTIVE        \_**

An opportunity to grow with an established company in a position that can utilize my current skill set and provide a chance for growth, development, and advancement.

**WORK EXPERIENCE**

2014 – 2015

*Office Agent Swissport International Ltd Franklin Park, IL*

* Prepare airline and customs documentation
* Comply with company’s Standard Operating Procedures (SOP) and policies
* Ensure paperwork is prepared timely and accurately
* Make sure paperwork related to the cargo is correct before release
* Assure proper compliance with local and international laws and regulations
* Follow Dangerous Goods Requirements and Regulations
* Comply with other general office duties as assigned

2012 – 2014

*Lead Claims Kmart Forest Park, IL*

* Provided great customer service
* Stocked shelves
* Unload Trucks
* Worked the sales floor
* Lead of claims and defects, rewrapped defective merchandise

2008 – 2010

*Warehouse Associate I&T Trucking Berkeley, IL*

* Customer Service
* Stocking
* Unloading trucks
* Dispatching
* Comply with other general office duties as assigned

2007 – 2008

*Child Care Assistant Marillac House Chicago, IL*

* After School Matters Program
* Made educational CD’s
* Role play with children
* Supervised children from ages 1 to 10 years old

**EDUCATION**

Academy of Scholastic Achievement High School Diploma Chicago, IL

**SKILLS**

Customer Service \* Microsoft Office \* Child Care \* Data Entry\* Import/Export\* Microsoft Excel

**VOLUNTEER EXPERIENCE \_\_\_\_\_\_\_\_\_\_\_\_**   
Forest Preserve District of Cook County

Onward Neighborhood House

Babysitting Services