Douglass Doggett

22724 Glenmoor Heights

Farmington Hills, Michigan 48336

248-719-5758

ddoggettjr429@yahoo.com

Summary of Qualifications

⮚ Proficient in Microsoft Office ⮚ Highly Conscientious

⮚ Good Telephone Skills ⮚ Positive Attitude

⮚ Highly Dependable ⮚ Excellent Verbal Skills and Writing Skills

⮚ Good Keyboarding Skills ⮚Excellent Communication Skills

Education

Certificate of Competency in the Business Information Systems Program

Oakland Community College, Farmington Hills, Michigan

Work Experience

Package Handler/Preloader

UPS, Livonia, MI 2014-Present

* Sorted packages and scan the packages
* Load packages, bagged packages, and place them onto the moving belt
* Sliding and lowering packages that typically weigh between 25-35 lbs to 70 lbs
* Sorted air packages and properly place the packages in the correct moving belt

Seasonal Help Driver

UPS, Livonia, MI 2012-2016

* Assisted driver to deliver packages to residential and commercial businesses
* Loaded and unload truck with parcels for delivery

Customer Support Administrator

Manufactures Technology Outlet, Detroit, MI 2004-2010

* Provided clerical support for all office and sales functions
* Provided technical support of computer and telephone systems utilized by business personnel
* Served as sales associate to service customers
* Coordinated delivery of purchased computer and office furniture

Rental Assistant

Triad Development & Investment Corporation, Detroit, MI 2003-2010

* Handled sales and management operations of rental based properties
* Showed homes to potential tenants and answered questions and concerns
* Prepared tenant leases to review and have signed by customer
* Collected monthly rent from rental properties
* Provided maintenance support of all rental properties

Achievements, Other Interests

* Certified 4th Degree Black Belt in Isshinryu Karate

References available upon request