

# Diamond Ray

Automated Logistical Specialist seeking long term employment within an educational institution that will allow me to expound my professionalism while employing my expertise in management alongside my strong interpersonal skills to provide proficient service.

**(910) 584-5395**

[diamondray1973@gmail.com](mailto:diamondray1973@gmail.com)

## EXPERIENCE

### **Educators Now, Atlanta, Georgia**

*Substitute Teacher (long-term)*

JANUARY 2022 - PRESENT

Performs the instructional and classroom management processes for teachers over an extended period of time. Ensures scholar safety. Effectively maintains classroom norms established by administration. Maintains classroom cleanliness. Establishes and maintains professional rapport with scholars and school staff.

### **U.S. Army Reserves, Opelika, Alabama**

*Automated Logistical Specialist*

JULY 2018 - PRESENT

Responsible for performing warehouse functions including inventory, loading/unloading shipments and managing maintenance data. Completes all aspects of warehouse functions from manual labor to record keeping.

### **Cumberland County Schools, Fayetteville, NC**

*Substitute Teacher (long-term)*

JUNE 2019 - DECEMBER 2021

Performed the instructional and classroom management processes for teachers over an extended period of time. Ensured scholar safety. Effectively maintained classroom norms established by administration. Maintained classroom cleanliness. Established and maintained professional rapport with scholars and school staff.

## EDUCATION

### **Fayetteville State University**

Fayetteville, NC

AUGUST 2017 - MAY 2020

### **E E Smith High School**

Fayetteville, NC

AUGUST 2014 - AUGUST 2017

## Certification

### **Substitute Teaching Certificate**

Fayetteville, NC

## SKILLS

Customer Service

Adaptability

Organizational

Dependability

Problem Solving

Leadership

Communication

## TECHNICAL SKILLS

Proficient in multiple web applications with expertise in Microsoft Office and Google Suite

