

MIYA PERRIN

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I am an ambitious, career-focused job seeker, anxious to obtain an entry-level operations position to help launch career while achieving company goals. I am also a hardworking and reliable individual with strong ability in the warehouse. Offering forklift and quality skills. I'm highly organized, proactive and punctual with team-oriented mentality.

EXPERIENCE

DECEMBER 2022- PRESENT

TEAM LEAD, NESTLE PURINA

I HAVE A SHIFT MEETING WITH MY GROUP EVERYDAY AND ALSO HAVE THEM STRETCH BEFORE THE SHIFT STARTS. I HANDLE ALL MY PAPERWORK THROUGHOUT THE SHIFT. I WALK AROUND EVERY 30 MINUTES TO MAKE SURE EVERYONE IS DOING WHAT THEY'RE SUPPOSE TO DO. TOWARDS THE END OF THE SHIFT I WILL MAKE SURE THAT THE LINE IS CLEAN AND READY TO GO FOR THE NEXT SHIFT.

OCTOBER 2021 – DECEMBER 2022

SECURITY GUARD/OPERATOR, ALLIED UNIVERSAL/ELECTROLUX

I monitor cameras, entrances, visitors, radio checks, I also do emails, deactivate badge, transfer phone calls. My job is almost like a secretary position.

JUNE 2020 – OCTOBER 2021

CUSTOMER SERVICE REP, CHARTER COMMUNICATIONS

I try to sale internet, cable, and cell phone service to new customers who call in to buy or setup new services at their address. I can also transfer service from one house to the next when a customer decides to move and want to keep their services with us. A year later I moved to the finance department and done payroll and accounts payable for my last year. I also dealt with making payments on the accounts as they called in to pay over the phone.

AUGUST 2016 – JUNE 2020

FORKLIFT OPERATOR/SUPERVISOR, KSC LOGISTICS

I was an order picker at this distribution center. I built orders for the customer and staged them in shipping to be wrapped and put on truck to be shipped out. I became the supervisor after I showed my worthiness ad dedication to the job.

EDUCATION

AUGUST 2012-2016

DIPLOMA, ELBERT COUNTY COMPREHENSIVE HIGH SCHOOL

I had a 2.8 GPA during my high school years. Also, I try to manage to stay on the A Honor Roll if not the AB Honor Roll through my entire education career.

MAY 2023

BACHELORS DEGREE, DEVRY UNIVERSITY

I am currently going to school at DeVry for my bachelor's in business and Management. My ETA on graduating there will be Mid 2023 between Spring and Summer of this year.

SKILLS

- Payroll
- Account Payable
- Forklift Operator (All forklifts from sit down to stand up)
- Customer Service/Sales
- Quality Inspection Control
- Medical Field

ACTIVITIES

I enjoy working with people so customer service is something I most definitely would like to consider as a career for myself. Multitasking is not a problem for me others are amazed at how much I can do and still be able to run a smooth environment. If I was to be considered for a job opportunity with your company, I promise you will not regret it. Thank you for reviewing my resume and I hope to hear from you all soon.