

Larrea J. Wilkinson

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Summary of Skills

Office Operations

- Computer/Data entry, 50 WPM
- Microsoft Office-Excel, Outlook, PowerPoint and Word
- Paperwork and filing; maintain records

Customer Service

- Great and treat clients in a polite manner
- Assist customers with any issue

Interpersonal Skills

- Exceptional communication and interpersonal skills
- Strong organizational and time management abilities
- Responsible, reliable and dependable
- Able to work with a team or independently

Warehouse/Shipping Operations

- Pick, pack, label and ship orders
- Process paperwork for international and domestic shipments
- Load and unload trucks, according to paperwork
- Inspect loads and vehicles to ensure safety during transportation
- Operate vehicles and equipment safely

Employment History

Powder Truck Driver

Kraemer/Obayashi JV, Idaho Springs, CO -April 2014-Nov. 2014

Professional Driver

Covenant Transport, Inc., Chattanooga, TN -April 2013-Dec. 2013

International Shipping Clerk/Trainer/Outbound Operator

TRC Staffing Services, Inc. at CibaVision, Duluth, GA -April 2010-April 2013

Server

Ceviche's on Main, Waynesville, NC -Aug. 2009-Dec. 2009

Inspector

Wellco Enterprises, Inc., Waynesville, NC -May 2008-May 2009

Deli Clerk

Ingles Markets, Inc., Waynesville, NC -Sept. 2007-Feb. 2009

Job Achievements

- Chosen to participate in a 2-day Kaizen event to improve and streamline the shipping processes at CibaVision
- Awarded Employee of the Month at TRC Staffing Services

Education

Haywood Community College, Clyde, NC

Sept. 2007-May 2008

- General Studies, no degree