

Aleesha Gibson

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2310 NE 34TH LN

Cape Coral, Florida 33909

Work History

BMD

Title: Covid tester for international travel

Start Date: January 2022 to current

Duties:

I specialize in Covid testing for international traveling, I also can test for flu A&B, strep etc.

Watco Companies LLC

Title: Office Administrator

Start Date: 10/2/15 to 01/30/21

Duties: Coordinate office and/or departmental operations to secure efficiency and compliance to company policies

Supervising administrative staff and dividing responsibilities to ensure performance

Receives rail transportation orders from managers/supervisors.

Observes the movement of rail cars and matches the car ID numbers/letters to track lists.

Documents and notifies clients of discrepancies.

Deliver cost effective solutions that always keeps the long-term interest of the customer as the first priority

Coordinate space and office organization; purchase and manage supplies and equipment.

Review, track and prepare budgets; maintain records and databases.

Greet visitors and callers, route and resolve information requests.

Client relations while insuring Watco Companies operating procedures and protocol are adhered to

Harte Hanks

Title: Operations Supervisor

Start Date: 11/1/12 to 10/01/15

Duties: Motivate and encourage agents through positive communication and feedback

I was able to affect the entirety of my team's operations differentiates as a supervisor from senior management level. I effectively built call center culture, and I was responsible for "on-the-floor" activities and assisted agents while they are "on-the-floor." Senior management has a role that involves less floor time. My main department was complements and complaints, so I was trained to handle a large spectrum of customers reactions and conversations. I started two different departments, created and maintain customer and client relations.

Red River County sheriff

Title: Deputy

Start Date: 6/20/2009 to 5/2010

Duties: Under general supervision, exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Exercises independent judgment in dealing with dangerous or unusual situations, exercising safety practices and procedures. Works under stressful, high risk conditions. Reports to assigned Sergeant or Lieutenant. Investigates crimes, interviews witnesses, complainants, and victims; and gathers physical evidence and preserves for court; conducts follow up investigations as needed. Serves warrants, summonses, subpoenas, civil and other official papers. Serves as witness in court and provides evidence in court as required.

Skills

- Management/Administrator
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities
- Familiarity with office management procedures and basic accounting principles
- Teamwork
- Customer Service
- Operational issues, potential issues, or any foreseen issues
- Time management
- Cold calling customers
- Self-motivation
- Flexibility
- Presentations, reports and document
- Databases such as Microsoft, including Word, Excel and Outlook etc.
- Customer issues
- Shipment tracking and tracing

References:

Sam Matus: 903/466/1886

Zakkary Briggs 903/506/2914

Rodino Trevino: 281/907/3603