

## **Darnell Wheeler**

3262 Sandstone Lane – 307-274-5200

darnellwheeler63@gmail.com

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To secure a challenging and responsible position that will allow me to utilize my communication and organizational skills.

### **Pastor**

Second Baptist Church

March 2014 – Present

### **Picker**

Amazon

July 2020 – October 2020

### **Material Handler**

United States Post Office

June 2019 – November 2019

### **Material Handler**

Otter Products

August 2016 – March 2019

- Operation of cold – seal machine
- Assist at manual packing station
- Pick products

## **Student Office Assistant**

Laramie County Community College, Cheyenne,  
Wyoming

*August 2008 – September 2009*

- Provided information regarding all aspects of Career Center including career fairs
- Front line customer service in person and on the phone
- Assessed client needs provided answers, researched data, took detailed messages for staff
- Provided office coverage during the absence of Career center staff
- Entered job descriptions into the database; produced job cards from College Central Network software
- Assisted with organization, downsizing and packing material for physical movement of Career Center from CT to ARP building
- Unloaded, unpacked, set up and organized Career Center in a new location
- Assisted with updating employer database by calling assigned employers to verify personnel, address, phone number and loaded changes into the database
- Willing to ask questions when needed, get clarification and direction
- Reliable work Ethic
- Team Player able to cross-train with co-worker duties

### **Work Study**

Laramie County Community College, Cheyenne,  
Wyoming

*August 2006 – December 2007*

- Assisted librarians by helping patrons in using library catalogs, databases, and indexes to locate books and other materials
- Answered questions from patrons of the library
- Complied records
- Checked materials in and out of the circulation process

### **Loader**

United Parcel Services, Cheyenne Wyoming

*June 2006 – October 2006*

- Load and unload packages off trucks
- Scan packages
- Sort packages

### **Overnight Stocker**

Walmart, Cheyenne, Wyoming

*September 2005 – March 2006*

- Stock product in designated area
- Assisted customers with questions

### **Machine Operator**

Reily Foods, New Orleans, LA

*December 1991 – April 2004*

- Operate goglio (GL40 and GL26) machines
- Major changeovers
- Make all adjustments
- Troubleshooting
- Document Quality Control and production schedule
- Operate tray packing machine

### **Liberty University**

Online

Date Started; June 2019

### **Biblical Studies**

Colorado Christian University, Lakewood,  
Colorado

Date; May 2014

### **Associate of Science**

Laramie County Community College, Cheyenne,  
Wyoming

Date Graduated; May 2010

