

Donald Megginson

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Authorized to work in the US for any employer

Work Experience

Warehouse Technician

Amazon Fresh Fulfillment Warehouse - Springfield, VA

November 2019 to Present

Process, package and ship orders accurately, Organize stock and maintain inventory, inspect products for defects and damages, examine incoming and outgoing shipments. I also receive, unload and place incoming inventory items appropriately, check, verify and fill customer invoices and abide by all company safety and hygiene regulations, and on a day to day basis I contribute ideas on ways to improve or optimize warehousing procedures, keep warehouse clean and organized. Process, package and ship orders accurately.

- My goal as a Warehouse Technician is to support the company's warehouse operations and in doing so, I receive, input, sort, load and unload products and perform various warehouse activities.

A/V Technician II

C&S TYL Inc - Germantown, MD

January 2016 to October 2019

Tested audiovisual equipment, handled client AV/IT related issues and concerns professionally, and trouble shooted as needed. Installed, operated and disassembled audio, video, and lighting equipment for clients at various venues within the Department of Energy for meetings, live shows, and conferences. Utilized electronic hand and power tools installed, operated, and repaired meeting equipment, to include, but not limited to microphones, sound systems, patching, projectors, switchers, and cameras. Assisted with VTC operations across multiple platforms to guarantee smooth video and sound quality. Managed the load-in and load-out for shows and performances in a timely manner.

- Organized, reliable and professional dedicated to improving processes and added value as a team player and overall organizational employee. Took pride in measuring the success of projects by benchmarking against best practices.

Administrative Assistant

Arrowpoint, Inc - Alexandria, VA

March 2010 to December 2015

Supported Defense Enrollment Eligibility Reporting System (DEERS) in providing computerized information service for enrollment of eligible individuals within United States Army Uniformed Services. Additionally managed Real-time Automated Personnel Identification Systems (RAPIDS) software allowing IT users to create, modify, and utilize personnel information stored in DEERS, providing Identification (ID) cards and relevant staff support. Oversaw Department of Defense (DoD) Common Access Card (CAC) ID Card System for Active Duty, Guard, and Reserve staff.

- Delivered excellent support for system accounting for 90%+ of online transactions, maintaining current information within DEERS database.

Administrative Assistant

Walter Reed Army Medical Center - Washington, DC
July 2000 to February 2010

Communicated effectively with guests and ensured accurate completion of administrative tasks; managed documentation and utilized office equipment. Handled multi-line telephone system. Oversaw correspondence and organized filing systems. Drafted letters, memos, reports, financial statements and invoices, as well as presentations.

- Delivered topnotch administrative support, facilitating efficiency and productivity to drive goal achievement.

Office Coordinator

Suburban Lawn Care Service - Fort Washington, MD
July 1993 to June 2000

Provide quality administrative support for staff and management; communicate effectively, utilizing key office technology. Relay messages, respond to inquiries, and handle correspondence. Compile monthly sales reports. Process maintenance requests.

- Stepped in to oversee operations in manager's absence, ensuring accomplishment of daily objectives.

Education

Some College in General Coursework

San Diego State University - San Diego, CA

High school diploma or GED

Skills

- Talented, results-focused administrative professional leveraging excellent experience in providing comprehensive office support to deliver top quality service as (Administrative Assistant or other Position title). (10+ years)
- Model dedication and work ethic in consistently achieving administrative goals while providing support to staff and management across organizational levels.
- Skilled communicator, interfacing effectively with diverse audiences and fostering productive working relationships to facilitate positive outcomes.
- Proven ability to ensure exceptional results within critical timeframes; consistently exceed expectations as reliable, motivational team player.
- Deliver top performance within challenging situations; welcome challenges, and quickly master new concepts and processes.
- Technologically proficient using MS Office Suite, including Word, Excel and PowerPoint, as well as government ID system databases and reporting.
- DoD Experience
- Shipping & Receiving
- Warehouse Management
- Microsoft Office,

- Process Improvement
- Order Picking
- Typing
- Customer service
- Zendesk
- Front desk
- Project management software
- Pricing
- Cleaning
- Microsoft Access
- Proofreading
- Firmware
- Multi-line phone systems
- Bookkeeping
- Computer literacy
- English