

Gerome White

Kalamazoo, MI

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Customer service professional also i like marketing.I also have over 10 years of experience in the bindery department, shipping, mail room, federal express, fork lift, and u.p.s, fedx, I also have chauffeur license, drive company van, pull and ship out orders.cleaning, stockroom experience,warehouse,industrial,cross selling and a very hard worker.

WORK EXPERIENCE

Receiving Clerk/mail room clerk

EG Managed services - Kalamazoo, MI - August 2014 to Present

Responsibilities

Receive all shipments that come in and prepare for delivery, authorize purchase orders for payment.operating copiers and fax machine.

Delivery Driver/Warehouse

we logistics - Grand Blanc, MI - January 2014 to August 2014

Responsibilities

Deliver auto parts, and supply warehouse

Accomplishments

My customer service professionalism

Skills Used

My on time promptness and my attitude to communicate.

service technician

orkin pest control - Kalamazoo, MI - January 2012 to November 2012

service residential and commercial accounts, cross selling pest control alternative

warehouse/driver/service technician

advacare systems - Galesburg, MI - February 2011 to January 2012

warehouse inventory, shipping, service and deliver medical equipment.i deliver medical equipment and set up and explain how the equipment works.

- I have a professional customer service attitude! also i have chauffeur license.

Customer Service Representative/Driver/team leader

KalamazooRESA - Kalamazoo, MI - January 2000 to February 2011

Work with several of professionals covering Kalamazoo, Berry, Calhoun and Branch County school system-face to face and over phone. Quickly and effectively solve customer challenges. Maintain quality control/satisfaction records, constantly seeking new ways to improve customer service.warehouse, inventory

- I'm a customer service professional. I'm a fast learner and can be a big asset to your firm.

Rural Carrier Associate

United States Postal Service - Kalamazoo, MI - January 1999 to January 2000

Sorter and deliver of 26,000 pieces of mail on five routes weekly includes various USPS parcels and accountable (express mail, certified mail, registered mail and c.o.d. items) Often acts as relief carrier for open routes as needed.

EDUCATION

diploma in business

Wendell Phillips High School

SKILLS

I have customer service, Bindery, mailroom, shipping, delivery, lite clerical , computer, warehousing, industrial, and many years of work experince. (10+ years)

ADDITIONAL INFORMATION

Profile more than 7 years successful experience in customer service and support with recognized strengths in account maintenance, problem-solving, and trouble-shooting, sales staff support, and planning/implementing proactive procedures and systems to avoid problems in the first place. Possess solid basic computer skills. Excellent working knowledge using, Microsoft Word, Ability to train, motivate other employees. Can interface both on phone and can quickly learn new products A team player, knowledgeable about variance filings, and maintain/update accurate inventories, shipping and receiving, driver, cleaning, stockroom,