

Kaysan Wilder

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OBJECTIVE: Motivated worker looking for a position/career that will enhance my work experience, business knowledge, communication, and time management skills, as well as offer opportunity for growth within the organization. Looking to be an asset to a department and/or organization where I can apply my wide range of skills and work experience.

WORK EXPERIENCE:

August 2024 – Current, Communications Gameday Staff (In-person)

New York Jets, Rutherford, NJ

- Assist with distribution and collection of media credentials.
- Record and transcribe press conferences and player availability.
- Distribute in-game statistics and postgame books to TV, radio, and coaches' booths, visiting team, ownership, and team locker room(s).
- Escort media, gameday personnel, and guest as needed throughout the stadium.
- Assist in the setup of the press box, including placing seating cards and hanging signs.

August 2023 – May 2024, Shipping and Receiving Coordinator

DRG International, Springfield, NJ

- Assemble medical kits for shipment.
- Unload, unpack, verify products, and record incoming stock.
- Maintain inventory of shipping materials and supplies.
- Fill in for Manager in their absence.

May 2021 – February 2023, Shipping & Receiving Lead

AirTech-Rutherford, NJ

- Successfully Package & Ship Merchandise in timely manner.
- Prepare packages with labeling by following written and verbal instructions.
- Loading trailers using organizational skills.
- Fill in for Manager in their absence.
- Enter serial number for inventory and quality control.

December 2020 – May 2021, Mail Carrier

Unites State Postal Office-Westwood, NJ

- Successfully sort mail with attention to detail and timely for distribution.
- Deliver mail by foot and/or truck strategically to provide prompt service.
- Deliver packages on Sunday for 1 day shipping/express.

EDUCATION:

Associate's degree – HVAC

Eastwick College - Nutley, NJ

May 2018 to May 2019

H.S. Diploma

Belleville High School - Belleville, NJ

September 2012 to June 2016