

Kiarra Pace

Tarboro, NC 27886

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Authorized to work in the US for any employer

Work Experience

Logistics Specialist

Collins Aerospace

November 2018 to Present

1. CRP, SAP experience in Data Analytics, Researches , and Reporting.
2. Blueprint reading.
3. Microsoft Programs.
4. Willingness to adapt and flourish positively for the company and in my career with the company.
5. Knowledge of interpersonal and written communication.
6. Computer system's experience

Customer Service Representative

Prestige-Raliegh NC

March 2013 to November 2019

Knowledge and use of Microsoft application

Computer skills efficiency

Communication skills

emails, chat, phone, and in person

Receptionist assistant

Advanced communication oral and written

Job duties:

customer service, answer phone , scheduled appointments, check in customers into the computer system , cash handling, maintaining and/ or create excel spreadsheets.

Machine Operator/Assembler

Filter easy-Wilson, NC

July 2017 to September 2018

Job duties: set and load machine, read Blueprints, understand how to assemble product

Manager

Raliegh

December 2014 to January 2017

I started off as a crew member Then I worked up to a manager position, But all of my job duties were as follows:

cash handling, customer service, open/close system, responsible for managing a team, solving customer problems, clean up, inventory

Education

High school in diploma

Tar River Academy - Rocky Mount, NC

July 2011 to January 2015

Skills

- Packaging
- CNC
- Machine Operator
- Manufacturing
- Warehouse
- Quality Control
- Assembly
- Data Entry
- Excel
- Powerpoint
- fast learner
- problem solving
- Computer Literacy
- Sales Experience
- Microsoft Office (4 years)
- Maintenance
- Jira
- Team Management
- Blueprint Reading (4 years)
- SQL
- Java
- JavaScript
- Microsoft SQL Server
- Analysis Skills (4 years)
- Mechanical Knowledge (4 years)
- Customer Service
- English
- Forklift
- Microsoft Excel
- Administrative experience
- Microsoft Word
- HTML5

Certifications and Licenses

Driver's License

Customer service

January 2014 to Present

CPIM

ASE Certification