

Majestic Lee

Hazel Crest, IL 60429

majesticlee2_2ig@indeedemail.com

+1 708 673 3243

Authorized to work in the US for any employer

Work Experience

Office Manager/Dispatcher

BWR Transportation - Orland Park, IL

May 2019 to Present

Supervise all office employees ensuring that their jobs are being done correctly. Answer phones for our customers and answering any concerns they have with their rides. Tracking and managing customer rides making sure that we schedule them correctly. Billing all customers that are receiving rides for the particular day as well as calling Illinois medical office and addressing any problems with billing for specific people.

Ensuring that we are getting paid for these rides through the medi system. Calling drivers daily and communicating about their locations.

Shipping and Receiving Manager

Tradebe Environmental Services - East Chicago, IN

November 2016 to May 2019

Supervise daily functions of the employees in the receiving department. Conduct daily inspections; ensure area is in compliance with RCRA Part B Permits; assign daily tasks. Supervise the inventory, sampling and labeling of drums received and the movement of drums in the warehouse. Ensure sorted containers are transferred to appropriate areas of the facility; materials are sampled, processed, transferred or stored within the parameters of the facility's operational and regulatory requirements; a few ; and area equipment is maintained and repaired. Ensure the timely shipment of all container loads to be processed offsite. Oversee all functions of shipping department; ensure monthly inventory reduction via consolidation and shipment; ship all container loads to be processed offsite; maintain DOT compliance for all shipments; follow disposal outlet guidelines for all shipments; maintain a less than 1 year inventory of hazardous waste; ensure that all processing areas are in compliance with DOT, RCRA and PCI Permit standards; review and approve invoices for alternate disposal facilities and other Shipping department activities. Check manifests and make sure they align with the quantity as well as the items for that particular load.

Education

Master's in Business Administration in General

Colorado Technical University-Online - Colorado Springs, CO

April 2023 to Present

Bachelor's in Information Technology

Colorado Technical University-Online - Colorado Springs, CO

April 2020 to January 2022

Bachelor's in Data Analytics

Colorado Technical University-Online - Colorado Springs, CO

April 2020 to January 2022

Associates in Business and Administration

Colorado Technical University

2018 to 2019

Skills

- Organized, punctual and energetic worker with positive customer service and work efficiently independently and as a team. Strong interpersonal communication skills that not only benefits the work environment but also comforts the associates by knowing they matter. Establish and maintains good working relationships with upper management, co-workers and consumers. Detail oriented, professional with the ability to learn and complete any task. Strong Leadership and Communication skills. Demonstrates the ability to multi task and execute effective customer service.
- PCI
- Environmental services
- Office Management
- Computer Networking
- Medical Office Experience

Assessments

Forklift Safety — Highly Proficient

October 2020

Best practices and safety hazards in forklift operation

Full results: [Highly Proficient](#)

Warehouse shift leader — Expert

March 2020

Supervising warehouse staff and maintaining safety and security standards

Full results: [Expert](#)

Attention to detail — Expert

May 2021

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Expert](#)

Cognitive ability — Highly Proficient

October 2019

Measures a candidate's ability to combine pieces of information to form general rules or conclusions.

Full results: [Highly Proficient](#)

Verbal communication — Highly Proficient

March 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Problem solving — Highly Proficient

October 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: [Highly Proficient](#)

Filing & organization — Highly Proficient

February 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Highly Proficient](#)

Business math — Highly Proficient

February 2019

Measures a candidate's ability to use basic math to solve problems in a business context.

Full results: [Highly Proficient](#)

Attention to detail: Inventory — Highly Proficient

February 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [Highly Proficient](#)

Warehouse shift leader — Expert

March 2020

Supervising warehouse staff and maintaining safety and security standards

Full results: [Expert](#)

Call center customer service — Highly Proficient

November 2021

Demonstrating customer service skills in a call center setting

Full results: [Highly Proficient](#)

Attention to detail — Highly Proficient

November 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Work style: Reliability — Highly Proficient

July 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

Scheduling — Highly Proficient

October 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Expert

October 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Expert](#)

Customer service — Expert

October 2022

Identifying and resolving common customer issues

Full results: [Expert](#)

Warehouse safety — Proficient

October 2022

Using safe practices in a warehouse setting

Full results: [Proficient](#)

Customer focus & orientation — Proficient

October 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.