

MARC LEE JR.

725-248-0079 | leemarc99@gmail.com

EXPERIENCE

2014-2017

CSR, Greeter, Appointment Setter | Diamond Resorts International

Worked several positions while employed for a vacation ownership company, as needed in other areas. Heavy customer facing roles in maintaining/building customer to company relations through phone, email and in person, ability to adapt and resolve or escalate questions/issues appropriately, and collaborated within departments to meet sales goals.

2017-2018

Custodial Maintenance | Hardin County School District

Custodial work for multiple schools within the school district. Adhered to schedules and routine maintenance based on need at different buildings through the week.

2020-Present

Shipping & Receiving Clerk | The New Firewall Forward

Manage and organize small parcel and freight shipments for the company. Inspecting inbound specialty goods for damages before cataloging, organizing inventory, building packaging appropriately to safely ship parts, along with creating invoices and financial documents for sales processing. Parcel and freight quoting through carrier proprietary and 3pl services.

2023-2024

Cashier and stocking | Cinder & Cruise

Worked part time as cashier, stocked as needed and closed the store down several nights a week. Front facing position with cash handling, stocking, and inventory, along with suggestive selling.

EDUCATION

2017

Hardin County Adult Education