



William Preston

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SUMMARY

I'm a driven, hard working individual, looking for a new opportunity to grow. I need little guidance once show how to do a task. I enjoy being busy in a work setting with very little to no time waiting in between tasks.

EXPERIENCE

Office Manager ICellutions

Grand Rapids, MI ---- 2012- Now

Repaired cell phones and tablets. As well as coordinated with the other technicians with repairs. Also balanced the inventory for 3 locations and customer service issues. Administrative organization of receipts, coping receipts, emailing clients, coping any and all files needed for upper management.

Unloader, Wal-mart

Marinette, Wi — 2011-2012

Unloaded all of the freight delivered to the store. Managed backroom inventory and kept track of counts to keep inventory accurate. Used pallet jacks, both electric and manual as well as a forklift. Continuously moved boxes with weight ranges from a few ounces to 70+ pounds.

Sales (electronics), Shopko

Marinette, Wi — 2010-2011

Sold electronics in a small chain retailer. Organized orders to keep shelves stocked. Maintained shelving and displays. Helped sort freight as it arrived. Insured backroom supplies that could be put on shelves, were.

Dough Roller, Brother's Three

Marinette, Wi — 2009-2010

Made pizza skins early mornings for a pizzeria. Cleaned my work area every day in a vigorous scrub down the entirety of the area. Was in charge of maintenance for the piping, heating, and electrical.

EDUCATION

Marinette High School

Graduated 2006

Northeast Technical college

2007-2009

For IT Support, both client and server side. Worked on projects ranging from hardware to programing to database.

SKILLS

- Vast knowledge of the Windows Office suite.
- Strong typing skills 75 WPM.
- Keen organizational skills in a digital environment.
- Impressive problem solving skills.
- Ability to deliver with minimal oversight.
- Adapted to a quick paced work environment..

REFERENCES

Available upon request.

