

Remai Diamond Willis
Denver, CO
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SKILLS

- Code validation skills
- Materials preparation
- Strong verbal communication
- Extremely organized Data analysis
- Self-motivated
- Microsoft efficient
- Salesforce efficient
- Shipping and receiving packages
- Customer service
- Money handling
- Leadership
- Data analysis
- Spreadsheets
- Packaging
- Sells
- Front desk
- Google efficient

EXPERIENCE

Murphy USA, Aurora, Co

April 2022 - Current

- Cashier
- Checking inventory
- Data analysis
- Training other cashiers

Trim crew Aurora, Co

May 2021- July 2021

- Responsible for properly handling marijuana
- Trimming marijuana
- Getting orders ready to get the product sent to dispensaries •
- Data analysis
- Entry level accounting

USPS, Denver, Co

Aug 2020-May 2021

- Responsible for running machines
- Manually sorting mail by hand

- Quality control checks
- Record keeping
- Getting packages ready for out for delivery
- Assisting carriers
- Customer service

Frontier Airlines, Denver, Co

July 2020- Aug 2020

- Responsible for checking guest in at the front desk
- Purchasing and refunding tickets
- Boarding and deboarding planes
- Resolving customer service complaints
- Processing transactions

Lowe's Tech, Centennial, CO – *Customer service rep*

May 2019 - June 2020

- Responsible for communicating between the customer and the vendor on products
- Troubleshoot defects and resolutions to problems
- Taking payments

Allied Universal, Aurora, CO – *unarmed security officer*

April 2019 - May 2019

- Security for The University Hospital of Colorado Anschutz Pavilion
- Ensured everybody safety in the hospital

Spirit Airlines (Swissport LLC.), Denver, CO – *Guest service agent*

March 2019 - April 2019

- boarding the plane
- Checking tickets and checking customer in for their flight
- Rescheduling customer flights

C&C Market Research, Aurora, CO – *Interviewer/ Supervisor*

February 2017 - Jan 2019

- Conducting surveys
- Handling money and accounts
- Organizing and reaching quota by deadline

EDUCATION

Aurora Central High School, Aurora, CO – *high school diploma*

August 2014- Dec 2017

I am the first in my family to graduate. I achieved that goal a semester early and found interest in cheerleading and cosmetology.

AWARDS

I received the governor's award for completing over 80 hours for voluntary community work for Tax Help colorado when I was a Junior in high school