

Ozesman Sirleaf

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Objective

To obtain an Administrative Assistant position where I can utilize my customer service and computer skills; Able to learn things quickly and effectively. Experience in dealing with customer service, warehouse work, and excellent social and communication skills.

Skills

Microsoft Word,
Microsoft Excel
Microsoft Access
Microsoft PowerPoint

Microsoft Outlook
Microsoft Windows
Mac OS
Customer Service

Employment

Kane Logistics Warehouse Associate Order Selection	04/14/2023-08/01/2023
NFI-Tobyhanna Forklift Operator Loading and staging Freight	08/26/2022-11/08/2022
Fed Ex Freight- Pocono Summit Dock Worker Dock Work, Loading and unloading freight. Driving Forklift	03/15/2015-05-19-2022
Mount Airy Casino-Mt. Pocono,PA Nightclub Security Guard Security, head counts, distributing wristbands and cash management.	01/10/2008-01/21/2009
Versa Cold-Gouldsboro, PA Selector (Order Picker) Packing products on a pallet, cleaning and loading pallets into trucks.	05/14/2007-11/11/2007
Home Depot-Stroudsburg, PA Cashier Cashier, lot worker, stocker	03/15/2006-07/07/2007

Education

Fortis Institute Commercial Driver Program Wilkes Barre,PA	Graduation: 10/2023
CDE Career Institute Computerized Office Assistant Diploma	Graduation: 10/2012

Tannersville, PA

Northampton Community College
Criminal Justice
Tannersville, PA

Attended: 09/2005-01/2008

Pocono Mountain West High School
High School Diploma
Pocono Summit, PA

Attended: 09/2003-06/2005