

Xavier Jackson

Minneapolis, MN 55411

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WORK EXPERIENCE

Personal Care Assistant

Minneapolis, MN - 2013-03 - Present

- Take care of all client's hygienic, personal, medical and dietary needs
- Transferring and transporting clients to appointments and outings
- Cook healthy meals and maintain a cleanly environment for the client

Corporate Trainer/Account Manager

International Market Exchange - Edina, MN - 2016-07 - 2017-01

- Conducted second round interviews as well as training in new employees
- Managed accounts accordingly for Fortune 500 companies

Customer Service Representative

Performtel - Hopkins, MN - 2016-04 - 2016-09

- Responsible for handling customer accounts including billing and funding
- Dealt with customer complaints and disputes according to protocol
- Navigate concerns with banking representatives as well as customers

Seasonal Package Deliverer

UPS - Maple Grove, MN - 2015-11 - 2016-02

- Participated in seasonal route delivering packages during the holiday season
- Took care in handling every package and delivering in a timely manner
- Tracked and logged all packages and deliveries on a company tablet

Forklift Driver/Order Picker

Better Brands - Budweiser - Myrtle Beach, SC - 2015-03 - 2015-08

- Responsible for finding and transporting cases of beer from picking list
- Utilized both stand up & sit down forklifts, as well as gas & electric

Stack Off/Shipping

Purdue Farms Inc - Dillon, SC - 2014-02 - 2014-12

- Responsible for stacking fifty lb. packages five layers deep on a pallet
- Scanned and picked pallets with pallet jacks/fork lifts and move to shrink wrapping station

EDUCATION

High School Diploma

Creek Bridge High School - Marion, SC

2013-06

Vocational

Marion County Vocational Tech - Marion, SC

2012 - 2013

ADDITIONAL INFORMATION

SUMMARY OF SKILLS

Forklift Certified Self-Motivated Friendly
Telemarketing Communication Customer Service Adaptable
Customer Relation Manufacturing Experience Desire to Improve
HVAC Experience Eager to Learn Accepts Responsibility