

Kaylee R Lopez

Objective

To obtain a position that will utilize my skills, enhance my knowledge, and encourage me to advance within the company.

Experience

(2018-2022) United Parcel Service (UPS) Boulder, CO

Dispatch Supervisor

- Supervised the center
- Answer in/ out calls
- Dispatched routes for drivers
- Offered friendly professional customer service

(2016 -2018) Boulder County Housing Human Services Boulder, CO

Data entry specialist

- Scanning documents
- Answered phones
- File auditing

Special skills

- Data entry
- Office management
- Communication skills
- Clerical Experience
- Proficient with Microsoft word and Excel
- Typing speed of 60+wpm

Education

(2010) Skyline High Longmont, Co

Diploma

References: References are available upon request
