

Jane Doe

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OBJECTIVE: Seeking a Part-Time Supervisor position at UPS utilizing proven leadership skills, problem solving abilities, and interpersonal relations.

EDUCATION:

University of Louisville	Louisville, KY
Bachelor of Arts	Currently Attending
<i>Concentration- Communication</i>	GPA 3.5
Jefferson Community and Technical College	Louisville, KY
Associate of Arts	05/2023

SKILLS & ABILITIES:

- An excellent communicator with superior written and verbal skills.
- Demonstrated leadership and interpersonal skills through involvement in campus organizations.
- Excellent team player who easily develops rapport with individuals on all levels.
- Proficient analytical abilities, able to identify issues and create dynamic solutions in an efficient manner.
- Able to manage multiple priorities while ensuring accuracy in a fast-paced environment.
- Proficient in Microsoft Word, Excel, and PowerPoint; easily learns new software.

**Work
EXPERIENCE**

UPS	Louisville, KY
<i>Package Handler</i>	08/2021 - Present
<ul style="list-style-type: none">• Organize packages into cannisters, pay close attention to detail, confirm all materials are moved into respective locations and are moved to the next step in the transportation process.• Promote and adhere to organizational safety protocols, including local, state, and federal policies.• Exhibit leadership and interpersonal skills through membership on the CERC committee.• Display flexibility when assisting co-workers in various work areas.• Exhibit excellent time management and organizational skills through working third shift while attending college as a Metropolitan College participant.	

The Spaghetti Shop	New Albany, IN
<i>Assistant Manager</i>	11/2018 - 05/2021
<ul style="list-style-type: none">• Assisted store manager in scheduling employee work hours and training new employees to effectively perform their job functions.• Documented and reported on employee performance to store manager on a consistent basis.• Ensured customers received excellent service and resolved any concerns, as needed.	

COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS	Metro United Way, Volunteer	05/2020
	Metropolitan College, Participant	08/2021 - Present
	Sigma Chi, Treasurer and Member	08/2023 - Present