

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

Bachelor of Arts

Concentration- Communication

Louisville, KY

Currently Attending

GPA 3.5

Jefferson Community and Technical College

Associate of Arts

Louisville, KY

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

Package Handler

08/2021 - Present

- 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

Assistant Manager

11/2018 - 05/2021

- 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