

CONTACT

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📍 Geneva, New York, US

in linkedin.com/in/kerr

LANGUAGES

English

German

French

Chines

HOBBIES

Listening to music

Watch Movie

Modified Motorcycle

KERR LAWRENCE

OFFICE BOY

SUMMARY

To best utilize my knowledge and skills for the in your company besides to gain more experience and to improve myself in career enchancement and looking for new and competitive working environment.

SKILLS

Microsoft Office

Local Routes

Time Management

Quick learner

Sorting

Communication

EXPERIENCE

Office Boy

Nov - Present

Johnson & Johnson

- Assisting other administrative staff in wide range of office duties
- Collecting and distributing couriers or parcels among employees and opening and sorting emails
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office

Courier

May 2019 - Oct 2019

Bank of America Express

- Greeted recipients, delivered packages and parcels and acquired proper signatures for all deliveries
- Unload goods from large trucks, and load them onto smaller delivery vehicles
- Check with home offices after completed deliveries, in order to confirm deliveries and collections and to receive instructions for other deliveries

Sales Assistant

Sep 2018 - Apr 2019

Royal Dutch Shell

- Assisting customers in order to help them find what they need
- Ensuring stock levels are well maintained
- Providing customers with information on pricing and product availability

EDUCATION

Automotive

Feb 2017 - Sep 2017

The University of Illinois at Chicago

Bachelors in Commerce

Mar 2014 - Feb 2016

Purdue University