

Shayla Martin

Administrative Office Technician (Feeders) - United Parcel Service (DFW)

Grand Prairie, TX 75052

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To achieve a position, within a growing organization, that would afford me the opportunity to utilize and expand my knowledge and work experience.

WORK EXPERIENCE

Administrative Office Technician (Feeders)

United Parcel Service (DFW) - July 2008 to Present

Communicating with drivers, staff, and customers through phone, email, and fax.

Pre-dispatch loads to their proper destination.

Arrive and Depart Trailers.

Complete yearly Hazmat compliance packets.

Complying with all Safety procedures and enforcing them.

Yard Controlling and completing daily logs.

Yard walks to rectify trailers and verify trailers that are empty or loads of the correct percentage going to the correct destination.

Office Manager/ Team Lead

Peacemakers Social Services - Milwaukee, WI - June 2006 to July 2008

Manage a staff of 18, reviewing cases and then disbursing them to the appropriate worker.

Maintaining communication with case workers through mail, email, phone, and fax.

Researching resources by communicating with food banks, churches, clothing banks, and other community organizations.

Responsible for scheduling training classes, and conferences.

Responsible for maintaining a monthly expense report.

Processed background checks, created and prepared paperwork for all new hires, track attendance, and logs.

Full Time Student

MATC - Milwaukee, WI - December 2005 to May 2006

Assistant Manager

Claire's Accessories - Milwaukee, WI - September 2005 to November 2005

Supervising staff

Maintaining inventory

Training staff

Managed cash register

Stocking

Program Director/ Intern (AmeriCorp)

YMCA - Milwaukee, WI - February 2005 to August 2005

Supervising mentors and students

Creating activities and worksheets for students of mentoring program.

Planning volunteering activities

Teaching youth how to fundraise and supervising all fundraisers
Maintain supplies
Create a donors list and maintain contact with all donors
Coordinated events and scheduled transportation to and from all events for youth.
Supervised Youth Leadership meetings
Attended weekly staff meeting
Attending Monthly Intern retreats

SKILLS

Licensed Life Insurance Agent

ADDITIONAL INFORMATION

Skills

Computers: Proficient in Microsoft Office (Word, Excel, Powerpoint and Outlook)

10 key /35 WPM

Hazmat knowledge

MacOS/ Windows, TFCS, and HFCS