

Zayon Heartless

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Professional Objective	Highly motivated individual seeking an entry level position and to become affiliated with an organization in a position where my related background and qualifications will contribute to the attainment of an organization's overall success.
Qualification Summary	<p>Motivated, resourceful, personable. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Highly skilled in various areas and an out of the box thinker. Adept and experienced in problem solving. Excellent qualifications in client relations, community service, communication. Proven success in fast-paced, dead-line driven and challenging environments. Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills. Able to set effective priorities to achieve immediate and long-term objectives as well as meet operational and productivity requirements.</p> <hr/> <p>SKILLS</p> <ul style="list-style-type: none">◆ Audits◆ General Office Skills◆ Data Management◆ Direct Client Interfacing◆ Computer Savvy◆ Customer Service◆ Accounting/ Bookkeeping◆ Office Operations◆ Management◆ Confidentiality/ Ethics◆ Semi-Trailer Driver
Education	Current Student-Florida State College Jacksonville-Information Technology Paintsville Independent Schools Carl D. Perkins Job Corps Center –Office Administration Florida State College Jacksonville- Truck Driving Purdue University Global
Professional Experience	Swift Transportation (Jacksonville FL) Over the Road Trucker (Jan 2016 – Aug 2016) Werner Enterprises (Omaha NE) Over the Road Trucker (June 2015-December 2015) <ul style="list-style-type: none">• 10,000 approximate number of miles• CDL/CLASS A Carl D. Perkins Job Corps Center (Prestonburg, KY) Office Worker (2013 – 2013) <ul style="list-style-type: none">• Performed filing and basic bookkeeping• Coordinated communications such as written and verbal• Excellent telephone operating skills and customer service abilities

- Managed financial reports, billing and balancing funds

WIS International (Jacksonville, FL)

Dock Worker (2012-2012)

- Traveled to various locations of stores that were under contract and inventoried their products.
- Utilized handheld electronics to scan and enter store inventory into company database Adhered to international privacy policies, practices and procedures
- Responsible for maintaining inventory of six store locations in the Duval County area
- Facilitated weekly staff meetings to discuss issues and relay information
- Monitored collections and support processes for assigned clients/processed overpayment recoveries

Technological Skills

- ◆ Microsoft Windows and Windows-based applications such as Word, Excel and Access
 - ◆ Fast Forward to Work
 - ◆ OSHA
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