

Carey Whipple

San Diego, CA 92102

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HIGHLIGHTS OF SKILLS:

- Offers more than 10 years experience in Customer Service
- Able to perform all facets of logistics from the receiving of raw materials to the shipping of finished goods out the warehouse door to the final destination

WORK EXPERIENCE:

Leasing Assistant

NPM Staffing

San Diego, CA

06/2016 – Current

- Communication with vendors, tenants and prospective tenants
- Property walkthroughs
- Property Marketing
- Many facets of Property Management

Student Welder Nassco

Nassco/General Dynamics

San Diego, CA

03/2015 – 05/2015

- Learned all facets of Flux Core Arc Welding
- Participated in 8 week training program to become a beginning welder
- Used Operated welding equipment; loaded proper wire as needed
- Worked under tenuous and hot work environment

Maintenance and Repair Worker

Lakewood Way

Atlanta, GA

02/2013 – 01/2014

- Preventive Maintenance of property
- Checked and changed lights and Hvac filters as needed
- Maintained site cleanliness
- Attended to customers who rented stages needs as necessary
- Operated various lifts as needed to perform jobs

Shipping and Receiving Supervisor

RR Donnelley

Atlanta, GA

03/2003 – 09/2013

- Prepped shipments for shipment, made sure the product was banded and or stretch wrapped to a pallet
- Processed the paper work with a packing slip attached to the shipment and created Bill of Laden for all Truck line and courier shipments
- Shipped FedEx and Ups via stand alone as well as integrated business systems
- Maintained updated email communications with CSR as well as departmental management associates of the status of orders and scheduling of shipments statuses
- Received incoming inventory and material via sap software
- Operated forklifts and scissor lifts as needed to load, unload and store materials

EDUCATION

Wilkinson County High School

Received High School Diploma

McIntyre, GA

Grossmont College

Skilled Account Clerk

San Diego, CA