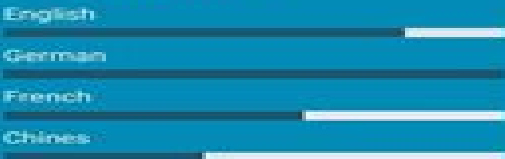


CONTACT

✉ info@resumekraft.com
☎ +1-202-555-0114
📍 Geneva, New York, US
in linkedin.com/in/kerr

LANGUAGES



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 enhancement and looking for new and competitive working environment.

SKILLS



EXPERIENCE

- Office Boy
Johnson & Johnson

Nov - Present

 - 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
Bank of America Express

May 2019 - Oct 2019

 - 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
Royal Dutch Shell

Sep 2018 - Apr 2019

 - 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
The University of Illinois at Chicago

Feb 2017 - Sep 2017
- Bachelors in Commerce
Purdue University

Mar 2014 - Feb 2016

Sample Cv For Office Boy Word Format

M Tight



Sample Cv For Office Boy Word Format:

Coastal Dhofari Arabic Richard Davey,2016-05-23 In Coastal Dhofari Arabic A Sketch Grammar Richard Davey provides a detailed description of a hitherto neglected Arabic dialect found in southern Oman Previously recorded by Rhodokanakis as part of the s darabische Expedition of the Austrian Imperial Academy the dialect presented here offers a specific account of the day to day language spoken by the historical sedentary coastal community Using data collected during 2010 2012 Richard Davey delivers an overview of the phonology morphology and syntax of this variety In addition to this a lexicon of coastal Dhofari Arabic is provided along with a discussion of its grammaticalized features It is a timely account of a dialect that is endangered due to development modernization and the resulting social changes in Dhofar **The Right Job, Right Now** Susan Strayer,2013-12-10 The Right Job Right Now effectively bridges the gap between What do I want to do and How do I do it by presenting a complete step by step plan for long term career satisfaction using self assessment self marketing and a comprehensive job search and career development strategy Based on the author s Kaleidoscope Career Model this book shows you how to take charge of your career and takes you step by step through the complete job search process including Career assessment what do you have to offer and what do you want in return Taking action searching for a new job interviewing and accepting offers On the job issues answers to common questions from dealing with a bad boss to performance management Using her unique and straightforward approach you will learn how to align your skills and abilities with your compensation and benefit needs and company culture preferences to find your career sweet spot the qualities of a job that will allow you to perform to the best of your abilities and be rewarded accordingly Your career sweet spot becomes the basis of targeting a job search writing resumes taking advantage of technology interviewing effectively and landing the perfect job Susan D Strayer SPHR is a human resources professional career development expert and freelance writer As the founder of University and Career Decisions Susan works with individuals companies and universities in career management and development human resources and recruiting strategy and employment brand Working Mother ,2002-10 The magazine that helps career moms balance their personal and professional lives **LIFE** ,1964-07-10 LIFE Magazine is the treasured photographic magazine that chronicled the 20th Century It now lives on at LIFE com the largest most amazing collection of professional photography on the internet Users can browse search and view photos of today s people and events They have free access to share print and post images for personal use **Ebony** ,2000-11 EBONY is the flagship magazine of Johnson Publishing Founded in 1945 by John H Johnson it still maintains the highest global circulation of any African American focused magazine Army and Navy Register ,1927 **Billboard** ,1958-03-24 In its 114th year Billboard remains the world s premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends **LIFE** ,1968-12-06 LIFE Magazine is the treasured photographic magazine

that chronicled the 20th Century It now lives on at LIFE com the largest most amazing collection of professional photography on the internet Users can browse search and view photos of today s people and events They have free access to share print and post images for personal use **The Eastern Underwriter** ,1921 **The Illustrated Police News** ,1871 The Illustrated London News ,1861 School Library Journal ,1998 **Japanese Technical Abstracts** ,1987 **World's Press News and Advertisers' Review** ,1967 How to Write a Resume (Interview Tips and Job Interview Questions)
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