

## CONTACT

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## 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 enhancement and looking for new and competitive working environment.

## SKILLS

|                              |                           |
|------------------------------|---------------------------|
| Microsoft Office <div></div> | Local Routes <div></div>  |
| Time Management <div></div>  | Quick learner <div></div> |
| Sorting <div></div>          | Communication <div></div> |

## 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**

# Sample Cv For Office Boy Word Format

**Guillaume Favre**



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