

Lenarge Watkins

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To obtain a position in an organization where I can meaningfully contribute using my skills of organization, person centered, clerical skills, sales, and time management. I'm a self starter with great communication and customer service skills.

Human Services and Vocational training.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Xfinity Sales Professional

XFINITY Store by Comcast - Tupelo, MS

August 2021 to Present

Sale Xfinity products

Upsell all products

Customer service

Data Entry

Business Ops Specialist/ CD Dispatcher

Waste Management - Tupelo, MS

February 2021 to August 2021

I process payroll through Excel, attendance and missed punches.

I purchase for the shop and the inside offices

I make sure requisition are processed

I dispatch for the driver and I help reroute the drives also.

Filling all documents for employees such as I9s, attendance violations, and other confidential information.

Temporary assignment

CD Dispatcher

Community Manager

Oak Creek Apartments - Tupelo, MS

May 2020 to November 2020

Making sure rent is collected

Entering data and going by HIPPA policies

Light duty cleaning

Preparing budget for the complex

Recruiting and training maintenance and other staff

Daily uses of Microsoft office

I worked with Onesite and Real page.

Human Resources Department
Filing all documents

Property Manager

Housing Authority of Tupelo Ms - Tupelo, MS
December 2018 to May 2020

- I have 132 units 40 of those are elderly.
- We maintain our units by walking our properties daily. To ensure a peaceful environment for all tenants.
- We work to make each tenant feel safe and have an open relationship with their housing manager.
- We work under all laws and rules of HUD and leasing of Ms.
- We complete recertification, counseling tenants, community service, and any thing that has to be completed for our housing authority.

I am certified as a Property/Apartment Management.

Recruited for my maintenance team. To find the best qualified candidate for the position.

Office Assistant

Sears Holdings Corporation - Tupelo, MS
July 2016 to December 2018

I made sure all money was counted and accurately entered into the system. I also done payroll, attendance, Data entry and answer calls.

I only worked here part time and they went out if business.

Human Resources department
Filing all documents

Onsite Staffing Manager

Diverse Staffing - Tupelo, MS
August 2017 to November 2018

- we hire for different companies.
- we make sure our employees are placed, working and paid.
- Data entry of all employees information using all HIPPA policies.
- And we work to maintain a positive client and company relationship.
- We e-verify, do background checks and drug screens to ensure quality for our clients.
- I'm proficient in Microsoft office, entry level in Excel, PowerPoint, and access.
- Sourcing through all social media sites and mass media also.
- Recruiter for all ranges of business.
- Human Resources
- Filing all documents

Administrator

Pearson's Testing center
August 2015 to August 2018

We maintain a positive and safe testing environment for our clients.

We check them in and out of out system.

We also monitor the clients in the testing rooms.

Retail Sales Associate/Customer Service

Kohl's
February 2015 to September 2017

Customer service representative
Cash handling
phone etiquette
Merchandising
Customer service desk
Place orders over phone and in person

Hospital Technician

United Blood Service - Tupelo, MS
March 2015 to May 2017

Tupelo, MS 3/2015-5/2017
Hospital Tech

- Responsible for transporting vital Blood Units throughout Southern Region, from Tennessee to Alabama
- Data entry to maintain accurate inventory
- Customer care to maintain a positive relationship with old and new clients
- Health care professional

Service Desk / Office Assistant 898-6257

Marvin's Home Buildings - Tupelo, MS
April 2012 to March 2015

- Oversight and maintenance of the office environment
- Ordered and organized general office supplies
- Maintain positive and long-term client relationships for business growth
- Welcomed guests and directed them to the proper department
- Placed orders in person and over phone

Inspector/Team Leader

MTD Products Inc - Verona, MS
February 2005 to April 2011

Supplied the line
checked for accuracy on the lawnmower
Made sure all product was ready for shipping
Followed all OSHA guidelines and policies

Education

Bachelor's in BBA Human Resource Management

Grantham University - Kansas City, KS
August 2019 to Present

Associate in Criminal Justice/Sociology

Itawamba Community College - Tupelo, MS
August 2008 to May 2011

High school diploma or GED in basic studies

Shannon High School - shannon ms
August 1994 to May 1995

High school diploma or GED

Skills

- Bookkeeping
- Front desk
- Interviewing
- Typing
- Outside Sales
- Phone Etiquette
- Office Administration
- Human Resources
- Fair Housing regulations
- Manufacturing
- Logistics
- Analysis skills
- Documentation review
- Benefits administration
- Employment & labor law
- Windows
- Banking
- Quality assurance

Certifications and Licenses

Certified Notary Public

Additional Information

SKILLS / KNOWLEDGE

- Strong customer service, organizational, time management, and interpersonal skills with professionalism and attention to detail
- Ability to be resourceful and work effectively
- Experience building positive client relationships
- Working knowledge of office equipment
- Working knowledge of MS office
- Flexible to support change

Outside sales for 6 years with Chapel Sales from 1997-2004