

CORENE YOUNG

ATLANTA, GA 30312

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Summary

Motivated and dedicated professional with expertise in time management and client relations. Proven track record of success in customer service and independent thinking. Demonstrates expert insight and proficiency in following policies and procedures. Skilled and collaborative team player with experience in coordinating, planning and supporting daily operations.

Skills

- Product organization
- Detail-oriented
- Quality assurance
- Multitasking and prioritization
- Adaptive team player
- Dependable and reliable
- Strong communication skills
- Staff training and development
- Issue resolution
- Customer service

Experience

12/2010 - Current

Delta Global Services – Atlanta, GA

Warehouse Associate/Transportation Bus Driver 01/2019- Current

- Responsible for restocking of supplies and keeping work area clean
- Strong ability to safely use cleaning equipment and supplies
- Handle all forms of janitorial cleaning, restroom disinfection and trash removal
- Drive employees from one warehouse to another

Formerly ABM Aviation 01/2017- 12/2018

Uniform Personnel/ Receptionist

- Keep track of employee uniforms and distribution
- Help new hires order uniforms on company website
- Answer phone calls, record messages, send faxes and make copies
- File paperwork in each employee's folder
- Pass out parking permits for all employees

Formerly AirServ 12/2010-12/2016

Cabin Agent/Team Leader

- Safely operated cleaning equipment such as vacuum cleaners and floor buffers
- Performed both basic and advanced floor and carpet care procedures
- Inspected work performed to ensure that it meets specification and established standards
- Maintained all janitorial equipment in a clean, safe and operable condition

Education and Training

06/2011

Georgia Perimeter College Decatur, GA

06/2003

Sacramento Charter High School Sacramento, CA

High School Diploma