

Avontay Coleman

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OBJECTIVE

To obtain a position in order to build a sustainable career long-term with opportunities for career advancement a team oriented environment. Also, to assist in producing and delivering creative and innovative outcomes to assist and solve business challenges in the workplace.

EXPERIENCE

For The Game / Summer Site Associate North Chicago, IL. April 2015 - Current

- Monitored the games and keep track of final scores.
- Updated the company website on recent game ending scores. Monitored the gym and hallway for disturbances and waste.

Nordstrom/ Logistics Processor Evanston, IL. November 2018 – December 2018

- Accurate and efficient use of mobile and handheld devices.
- Fulfill customer orders from store inventory in a timely manner with a high fulfillment percent and sense of urgency.
- Assist in maintaining a clean and organized selling floors and stockrooms.

City Of Evanston/ Community Service Team Evanston, IL. June 2018 – August 2018

- Worked outdoors in the community.
- Performed a variety of duties that pertain to painting and recreational/park improvements while completing needed tasks as necessary.

Desert Reign Foundation/ Research Online February 2017 – July 2018

- Data Entry
- Researched information on basketball teams around the country. Entered information neatly onto a Google Sheets form.

Chromezone / Summer Site Associate Evanston, IL. July 2017 – August 2017

- Enrolled Chromebooks for the class of 2022.
- Checked classrooms for functioning computers.
- Responsible for fixing and changing IDF's.

EDUCATION

Oakton Community College

Skokie, IL.

August 2018 - Current

- Freshman
- GPA 3.3

SKILLS

- Familiar with Microsoft Word™ and Excel™
- Communication with Customers
- Active-Listener
- Retrieving E-mails
- Detail Oriented

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet

State of Illinois

June 2019

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP

Waukegan, Illinois

June 2019

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

High School

- Honor Roll
- RYLA Leadership Camp
- African American Achievement Award
- Award of Excellence in American Studies
- Evanston Work Ethic Program
- Outstanding Service Award

REFERENCES

References are available upon requests.