

Keonay Witherspoon

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Greensboro , NC 27401

252.820.5571

keonaywitherspoonluna@gmail.com

Objective

Objective:

To secure a challenging position as The UPS Store Franchise Consultant where I can utilize my exceptional sales and customer service skills to grow and expand the franchise network.

Skills

- Strong sales and marketing skills
- Excellent customer service and relationship building skills
- Ability to communicate effectively and professionally with customers and colleagues
- Strong organizational and time-management skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and time-management skills
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to prioritize tasks and manage multiple projects simultaneously
- Experience with office management and administrative support
- Knowledge of record keeping, data entry, and document management
- Familiarity with office equipment such as printers, scanners, and copiers

Experience

Jamsonic Logistics/ Administrative Assistant

May 2018 - Dec 2020, Charlotte

- Provide administrative support to management and staff
- Schedule appointments and meetings, manage calendars, and make travel arrangements
- Prepare and edit documents, presentations, and reports
- Respond to inquiries from clients, vendors, and staff in a professional and timely manner
- Manage and maintain files and records, both electronic and hard copy
- Order office supplies and maintain inventory
- Assist with event planning and coordination
- Conduct research and compile data as needed

The Ups Store / Sales Associate

October 2022 - February 2023, Greensboro

- Assisted customers with inquiries, complaints, and orders
- Processed orders and payments accurately and efficiently
- Provided exceptional customer service and resolved customer issues promptly
- Maintained a clean and organized store environment
- Promoted and upsold additional products and services to customers

Awards

Bronze Leadership Challenge- completing 24 volunteer hours at various local charities located in Greensboro Nc.

