

Date: August 13, 2020

Dear: Henry Counts

I believe that I would be the perfect fit for the Division Manager management position with your organization. My skills and training would add value to your team, and I am excited for the opportunity to be a valuable contributing member.

My resume outlines my professional experience, which has provided an excellent foundation to grow in an organization like yours. Through these various positions, I have obtained exceptional skills in leadership, project management and time management. My experience has afforded me the ability to oversee building projects to completion, ensuring budget expenses are kept on track, resolve issues and complaints (such as inventory orders/delivery disputes), running daily operational functions of the company including warehouse operation and ensuring all safety policies and procedures are followed by employees.

In addition, these positions have afforded me opportunities to gain considerable customer service skills, solid written and verbal communication skills which enables me to lead others.

It is my present mission to continue building a strong foundation of skills, knowledge, and experience to positively contribute to the success of others.

Thank you for your time and consideration. I look forward to hearing from you.

Respectfully,

Kastellomon Witherspoon

Enclosure: Resume

KASTELLOMON  
WITHERSPOON

Address: 2236 Corning Road,  
Columbia, SC 29205

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# K/W Kastellomon Witherspoon

## OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making significant contribution to the success of the company.



### ADDRESS

2236 Corning Road  
Columbia, SC 29205  
United States



### PHONE

704-465-4559



### EMAIL

Lyfesaverkw@gmail.com

## EXPERIENCE

November 2017-Present

### UPS • Columbia, SC

Part-time Warehouse Operations

- Manage warehouse resources to ensure maximum output, accuracy, and efficiency of production/warehouse employees
- Functions as an effective liaison and advocate on all levels to ensure that employee, department and corporate needs are addressed in a timely and productive manner.
- Responsible to ensure that all employees adhere to safety policies and procedures at all times, operating in full compliance with department, station, corporate, and OSHA requirements

September 2016-August 2018

### American Tire Distributors • Columbia, SC

Delivery Driver

- Responsible for efficiently filling store orders and delivering them to the delivery area in a manner that meets company standards for safety, security, and productivity
- Responsible for the completeness and correctness of all orders filled
- Performs all operations in a manner that promotes safety
- Maintains forklift in good working condition including filling out a daily forklift checklist
- Delivered bulk tire orders to the Charlotte, NC Distribution Center nightly.

September 2014-September 2016

### South Carolina Farm Bureau • Columbia, SC

Delivery Driver

- Responsible for efficiently filling store orders and delivering them to the delivery area in a manner that meets company standards for safety, security, and productivity
- Responsible for the completeness and correctness of all orders filled
- Provide excellent customer service (communication, provide information on cost, ordering and delivery times, etc.)

- Deliver product within assigned route schedule and time windows. Immediately inform management team of any deviations

January 2012-September 2014

### **Solomon Temple Baptist Church • Columbia, SC**

Project Manager/Maintenance Supervisor

- Manage daily activities for the repair of buildings, landscaping and maintenance.
- Assign schedules on projects
- Track expenses -ensuring the budget expenses are in line and not in jeopardy of going overbudget
- Reports progress – make sure that the scope and direction of each project is on schedule
- Assist with projects as needed during the absence of an employee to ensure project stays on schedule

## **EDUCATION**

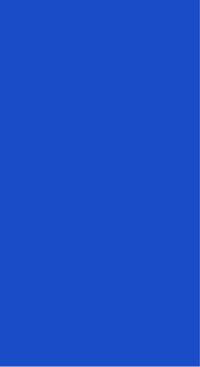
Benedict College, Columbia, SC

### **Bachelor of Arts, Interdisciplinary Studies**

- Major: Interdisciplinary Studies
- Overall GPA: 4.0
- Graduation: Anticipation May 2020
- Awards – Received the (what was your academic award)

## **SKILLS AND KEY STRENGTHS**

- Demonstrated leadership ability in a plant management position. Able to set clear, reasonable expectations and hold staff accountable
- Strong leadership skills at all levels, good work ethic. Ability to professionally communicate and direct the work of others
- Excellent time management, organization and prioritization capability and excellent communication and organizational skills
- Highly organized and able to prioritize and manage time efficiently with the ability to handle stress in a fast-paced, deadline-driven environment
- Ability to work with minimal supervision, strong work ethic, attention to detail and organizational/ multi-tasking skills
- Detail oriented, organized, reliable and resourceful professional with practical experience in maintenance management



## **LEADERSHIP**

Strong leadership and organizational skills  
Able to provide team members with positive feedback and constructive criticism - the importance of “Praise in Public and Correct in Private.”

## **REFERENCES**

Available upon request

