

DARIUS PERSON

Whatever you need me to be

Atlanta, GA 30301

dperson929@gmail.com

#readytowork

Authorized to work in the US for any employer



WORK EXPERIENCE

Office Assistant

Person 2 Person Transportation - Atlanta, GA

June 2015 to Present

Working as an office assistant for Person 2 Person Transportation, my duties were to organize documents and electronic files, answer calls, back up sales data onto hard drives, and use social media platforms as tools to market the company.

General Laborer

Wheel Worx - Calera, AL

June 2020 to July 2020

As general laborer at Wheel Worx, my job was to buff and grind train wheel axles and make sure the axles were ready for final inspection before they were sent out to be picked up for an order.

Department Clerk

Sprouts Farmers Market - Peachtree City, GA

March 2020 to June 2020

As a department clerk, my job was to stock the dairy and kombucha sections and complete any tasks my supervisor needed of me.



EDUCATION

College Freshman in Biomedical Science & Enterprise

Georgia State University - Atlanta, GA

August 2020 to Present

High school diploma

Sandy Creek High School - Tyrone, GA

August 2016 to May 2020



SKILLS

- **Data Entry**
- **Clerical Experience**
- **Front Desk**
- **Word Processing**
- **Typing**
- **Communications (3 years)**
- **Phone Etiquette**
- **Microsoft Outlook**



CERTIFICATIONS AND LICENSES

Drivers License



GROUPS

Men of Valor Enterprises

January 2014 to Present

Men of Valor is a company geared towards improving the lives of young adults through positive apparel with our clothing line called XCNTRC.