

Clawoodine Derilus

Indianapolis, IN 46224

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To obtain a full-time position as a medical administrative assistant. Also any other job experience that I had or have I will try my best to be successful in it.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Order Picker

Amazon Warehouse-Indianapolis, IN

October 2023 to July 2024

- Managed order info and fulfillment.

Material Handler

FedEx-Indianapolis, IN

September 2022 to October 2023

- Staking materials and place them where they belong.

Tutor/ Afterschool Program

ACH Southwest-Florida

April 2019 to June 2019

- Tutored Eden Park Elementary School Students With homework assignments.
- Trained students on the 7Habits of Highly Effective Students.
- Assisted main teacher with translation services to ESOL students.

Education

Certificate in OSHA 30 & NCCER

BY Construction training program - Indianapolis, IN

August 2024 to August 2024

Certificate of completion in Medical Administrative Specialist Program

Immokalee Technical Center

July 2019

High School Diploma

Immokalee High School

May 2018

Skills

- Proficient in Microsoft Office
- Dependable and reliable
- Effective use of all office equipment Confidential
- Medical Terminology Team Player
- Good Communication Skills
- Fluent in English and Haitian Creole Well organized with communication skills. Quick learner ,Work equally well on a team or independently. I'm reliable; punctual; ethically responsible; respectful.
- Warehouse experience (4 years)
- Materials handling
- Packing and picking
- Cash register
- RF Scanner