

Otis Owens

Suffolk, VA 23434
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Work Experience

Data Entry Operator

Goldbelt C6 – Newport News, VA

August 2020 to November 2020

- Interpret procedures to transcribe data utilizing key-operated magnetic tape, computer or disc encoder
- Apply knowledge and judgment in selecting procedures to follow to examine selection or coding of items to be entered from a variety of document sources
- Maintain a production priority schedule and operate independently
- Organize and maintain a library of documents

Cargo Specialist (88H)

U.S. Army Reserve - Fort Eustis, VA

August 2019 to Present

- Inspect, count and document cargo utilizing both manual and automated data processing systems
- Load and unload supplies and equipment from ships, docks, beaches, railheads, boxcars, warehouses, motor vehicles and aircraft
- Operate and maintain all types and sizes of winches, cranes and forklifts
- Create load plans for air shipment and ocean liner vessels
- Operate ocean liner vessel equipment

Warehouse Associate

QVC Distribution Center - Suffolk, VA

October 2019 to January 2020

- Wide range of warehouse functions to include arrivals or unloading, receiving, stowing, picking, packing, shipping, solving problems, cycle counting bins, or returning work order
- Working on computers to solve inventory problems, counting and reporting inventory accuracy, or ensuring efficiency of the warehouse through replenishing supplies and/or organizing work areas

Facility Service Associate

Lowe's - Suffolk, VA

August 2018 to October 2019

- Responsible for ensuring the cleanliness of all store areas, inside and out, such as bathrooms, break rooms, sprinklers, and parking lots.
- Perform preventative and basic maintenance on all store equipment, ordering and installing parts needed for repair, coordinating with contractors when appropriate.
- Assist customers on the sales floor when necessary

Computer Analyst

Enterprise Integrated Solutions - Oak Hill, VA

June 2017 to February 2018

- Identify Patterns and label images appropriately
- Analyze and perform computer annotations of network software
- Execute tasks and apply logic to meet short deadlines

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Education

B.S Cybersecurity

Old Dominion University- Norfolk, VA

August 2020- Present

Associate in Computer Science

Tidewater Community College - Chesapeake, VA

August 2017 to December 2019

Advanced Diploma

Kings Fork High School - Suffolk, VA

September 2014 to June 2017

Skills

- Forklift Certified
- Software Skills: Microsoft Word, Excel, Outlook
- Effective Communication Skills, Strong Time Management and Critical Thinker
- Multi-tasker with problem solving skills

References Upon Request