

Alex Williams

Williston, SC 29853

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Over 15 years of experience providing professionalism, excellent attention to detail and customer service. Perform job tasks in the field for, New American Funding, Wells Fargo Home Mortgage, State Farm, Allstate, Specialized Loan Servicing, and numerous other clients.

Work Experience

Delivery Driver

Hawthorne Pharmacy

March 2024 to May 2025

- Transporting medications and medical supplies to hospitals. senior living centers and residential properties
- Provided good customer service skills, physical fitness, and organizational skills to handle deliveries
- Responsible for collecting payments and signatures maintaining log of deliveries including times addresses and recipient information for record keeping and billing purposes
- Inspected delivery vehicle for any maintenance needs. reporting mechanical issues. Maintaining a clean and organized vehicle and good driving record.

Field Inspector

Wms Inspections

January 2016 to Present

- Inspects residential properties as an independent contractor on an assigned route for various financial institutions and banks.
- Performs occupancy and condition inspections on foreclosed properties.
- Communicates with customers via telephone to coordinate/schedule inspection appointments.
- Places high value on punctuality and works hard to maintain an excellent rapport with both the internal and external customer.
- Writes detailed descriptions and takes photographs of inspected properties.
- Meet with homeowners and contractors to perform an inspection to evaluate property to ensure it has been restored to its original condition

Field Service Engineer

City of Columbia, SC Water Department - Columbia, SC

June 2012 to September 2016

- Mounted, installed, and secured tools with hand tools.
- Used a work order reporting system to keep track of record accuracy.
- Was able to complete tasks with little supervision.
- Examined faulty equipment, interpreted reports, and analyzed customer complaints to diagnose equipment malfunction.
- I worked as a service technician.

Rural Carrier Associate

United States Postal Service - Windsor, SC

August 2008 to June 2012

- Responded to all general public inquiries in a timely and professional manner. Had an excellent attendance record and was always on time for work.
- Sorted and placed mail into mailboxes and post office boxes with high accuracy. • Assisted customers by carrying oversized packages into their homes.
- Sold stamps to customers along the route and counted back bills and change to avoid errors. • Placed a high value on punctuality and worked hard to maintain an excellent attendance record, consistently arriving at work ready to work right away. Loaded and secured items in trucks to avoid parcel damage during delivery. • Screened all shipments and packages for security concerns.

Executive Assistant

Nimmons Williams Tax Services - Williston, SC

January 2002 to April 2004

- Answered phones with professionalism
- Assisted managing staff with all office activities (typing, faxing, scanning and copying) • Maintained an organized filing system of paper documentation
- Maintained payroll information by calculating and entering data
- Upheld a strict level of client confidentiality
- Greeted customers
- Scheduled appointments
- Performed data entry

Education

2000-2004 : Highschool: GPA: 90.244- New Horizons Academy, Inc; Pinewood, SC

Cosmetology Education

Denmark Technical College - Denmark, SC, US

Completed Barbering course

Academic Achievement award; Work Study Program

Skills

- Self-motivated Customer service
- .Strong attention to detail and problem solving
- . Excellent written and verbal communication for detailed report writing and client interaction
- .Proficiency with mobile devices, photography, GPS, and industry-specific software.
- .Soft skills such as time management, independence, adaptability,
- . Organized Data entry Computer

