

Clayshawn Long

United States Postal Services City Carrier

District Heights, MD

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2408380769

Effective at problem-solving and multitasking. I want to excel in this field with hard work, perseverance and dedication. I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

Work Experience

Concierge

Planned Companies - Virginia

March 2018 to Present

Property Manager

ezStorage Corporation - Maryland

March 2018 to Present

Leasing Consultant

River Front Apartments - Savage, MD

September 2014 to Present

- VMG Resources (Washington Dc)

Job Title: Leasing Consultant

Responsibilities:

Lead follow-ups, prospect follow-ups, leasing units, touring units, close out service request, put in service request, lease renewals, answer the phone, screen applicants. Process all rental payments by check, money order, debit/credit Card, and also over the phone pay. Assure there are no problems in the units.

Dispatcher/Customer Service

Academy Bus - Capitol Heights, MD

August 2017 to May 2018

Receive and process all transportation request made by any passenger or bus operator/ follow up with business mechanics for any maintenance request. Collect payment for purchase of tickets.

City Carrier

United States Postal Service - Arlington, VA

February 2016 to November 2017

Concierge, Leasing Consultant

Express Professionals - Greenbelt, MD

June 2013 to August 2014

Responsibilities:

Answer phones, direct all maintenance request, show units, provide excellent customer service, sign for packages, complete all residents request.

Concierge, Receptionist

NVT Staffing - Falls Church, VA
February 2012 to June 2013

Responsibilities:

Greet guest as they arrive and departure. Arrange services and/or events. Provide directions.

Education

Medical Billing and Coding

Technical Learning Center - Washington, DC

High School Diploma

Dr. Henry A. Wise High School - Upper Marlboro, MD

Additional Information

Skills

- Microsoft Word/Office 2 Yrs Experience
- Microsoft Excel 2 Yrs Experience
- Wpm 40