

CURAN LEWIS

215 Gibbs Road; Central Islip, NY 11722
(631) 297-4800; (631) 297-4687
curanlewis@yahoo.com

OBJECTIVE

To obtain a position that will utilize my people and communication skills, and provide me the opportunity for growth along a career path.

COMPUTER SKILLS

Software

- Microsoft Office: MS Word, PowerPoint, Excel, Access, Outlook

EXPERIENCE

04/2016 - 12/2018

Mail Handler, *US Postal Service, Bethpage, NY*

- Loaded and unloaded trucks to get mail to its assigned department
- Sorted and distributed all mail to locations by zip code

10/2015 - 04/2016

Sales Representative, *American Energy Savers, Farmingdale, NY*

- Maintained business relationships with customers while generating new business
- Resolved customers' problems and complaints

09/2008 - 01/2015

Field Manager, *Clean & Safe Homes, West Babylon, NY*

- Managed a team of three to service chimneys
- Built and maintained customer relations to keep work continuous
- Handled all money transactions after selling liners and caps for the chimney

06/2006 - 09/2008

Picker/Packer, *Positive Promotions, Hauppauge, NY*

- Collected products then packed for shipment
- Produced UPS labels for orders
- Assisted the assembly lineman to put an order together an order

EDUCATION

University of Phoenix

Currently working towards B.A., Psychology

Urban Green Council, USGBC New York

GPRO Operations and Maintenance Essentials

Building Performance Institute, Inc.

Multi-family Building Operation