

Darrell Andrew Williams

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- Objective** I am seeking a challenging position that will utilize my education and work experience.
- Education** **Eastern Michigan University**, Ypsilanti, MI
Urban and Regional Planning
- Work Experience**
- Real Estate Salesperson**
REMAX Superior, Southfield, MI
March 2001 – Present
Provide customer service by assisting clients in the sale or purchase of homes, administer counseling to first time homebuyers, and create marketing tools to self promote.
- Technician**
Daimler Chrysler Corporation, Detroit, MI
August 1998 - May 2001
Built Jeep Cherokees on assembly line by meeting production goals, performed quality checks for entire team, and trained new employees throughout the facility.
- Packer**
Frito Lay Inc., Allen Park, MI
November 1997 - June 1998
Packed an assortment of goods, performed quality checks to ensure freshness of merchandise, and maintained inventory of product.
- Shipping Clerk**
FTD World Headquarters, Southfield, MI
April 1996 – July 1997
Managed all incoming and outgoing shipping. Created and maintained logs of all warehoused inventory.
- Team Leader**
Kmart, Oak Park, MI
July 1989 - May 1994
Provided customer service, maintained department employee schedule, ordered merchandise, and maintained inventory.
- Claims Assistant**
Allstate, Canton, MI
June 1990 - September 1992
Provided customer service, data entry, maintained filing system, and performed general mailroom duties.
- Skills** Software systems include: Microsoft Word, Excel, Publisher, Access, PowerPoint, Project, Outlook, People Soft, and Lotus Notes.
- References** Available upon request