

Dejion Duncan

BS Technical Communication | University of North Texas | Design | Editor

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Objective

To perform a task given to the best of my abilities and go above and beyond the measures set while developing new skills.

Education

University of North Texas
2018-

Qualifications Summary

- Ability to settle in a working environment as per required.
- Excellent communication skill.
- Strong organizational skills
- Ability to adapt to a fast pace environment
- Can manage multiple priorities
- Ability to work with all levels of management

Computer Skills

- Experience with both PC and Macintosh Computers.
- Proficient in Microsoft office and Internet handling.
- Experience with Adobe Premiere and Final Cut Pro.

Work Experience

- UNT Dallas – 08/2017-12/2017
7300 University Hills Blvd, Dallas, TX 75241

Accounting Clerk

- Work under accountants in UNT System
- Operate in Microsoft Excel day to day
- Take instruction and work in a team

- Amazon – 06/2017-08/2017
33333 J J Lemmon Rd, Dallas, TX 75241

FTW1 Associate

- Safely and efficiently manage items received
- Maintains quality service by following organization standards
- Contributes to the team effort by accomplishing related results as needed
- Perform research and analyst of packages
- Input key data/information of each package into sorting computer system

- Freelance Graphic Design/AV Production

- Communicate with clients to understand their needs
- Great understanding of the programs and equipment that's used

