Dillon Lehane

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Authorized to work in the US for any employer

SUMMARY

Versatile, dependable worker available for a wide range of assignments — **office/administrative, customer service, retail, warehouse, maintenance, and general labor**. Bachelor's degree plus **9 years at one employer**; quick to learn, flexible, and reliable. Seeking temporary and temp-to-hire placements on the Gulf Coast.

Availability: Full-time, day shift preferred. Available to start soon with flexible scheduling. Will commute up to ~45 minutes.

SKILLS

- **Administrative:** Microsoft Office, Google Workspace, data entry, record-keeping (typing ~84 WPM), phones & email, CRM software
- **Customer service & sales:** Inbound calls, account setup, billing support, retention, upselling
- **Retail & merchandising:** Cashiering, stocking, receiving, inventory, standing in as store manager
- **Warehouse & general labor:** Freight handling, loading/unloading, material transport, inventory
- **Maintenance & facilities:** Minor repairs, machine work, HVAC monitoring, light construction, cleaning
- **Strengths:** Analytical problem-solving, reliability, strong attendance, informal team leadership, physically capable, works days or overnight shifts

EXPERIENCE

- **Substitute & Student Teacher** — Ocean Springs area school districts, *2023 – Present* — classroom management, records, presentations.
- **Merchandise Manager** — Dollar Tree, MS, *2024* — covered both assistant- and store-manager roles (~8 staff); receiving, stocking, inventory, cashiering.
- **Building Maintenance Tech** — Boomtown Casino Biloxi, *2022 – 2023* — repairs, machine work, HVAC, light construction, material handling.
- **Heavy Duty EVS Attendant** — Boomtown Casino Biloxi, *2014 – 2022* — overnight facility maintenance; ~8 years before moving into maintenance.
- **Customer Service Representative** — Afni (Verizon), Tucson, AZ, *2011 – 2013* — high-volume calls, accounts, CRM records; resolved billing discrepancies other reps had missed.
- **Crew Member** — Peter Piper Pizza, Tucson, AZ, *2011 – 2012* — food prep/service, truck unloading, inventory, cleaning.

EDUCATION

- **B.S.** — University of Southern Mississippi, Long Beach, MS, 2023
- **A.A., General Studies** — Mississippi Gulf Coast Community College, 2021

CERTIFICATIONS & LICENSES

- Driver's License (Class C); clean driving record
- Forklift & pallet jack — operating experience
- CPR / First Aid — previously certified (willing to recertify)
- Willing to obtain a TWIC card if needed
- Microsoft Office coursework (university, 2020)