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, customer service, retail, warehouse, maintenance, and general labor. Bachelor's degree plus ~9 years at one employer. Full-time, day shift preferred; will commute up to ~45 minutes.

SKILLS

Administrative (Microsoft Office, Google Workspace, data entry, typing ~84 WPM), Customer service & sales, Retail & merchandising, Warehouse & freight (forklift & pallet jack), Maintenance & general labor, Reliability & flexibility

EXPERIENCE

Substitute Teacher — Kelly Education / Kelly Services

Ocean Springs, MS, January 2025 – Present

- Licensed teacher substituting across three districts; classroom management, records, and presentations.

Merchandise Manager — Dollar Tree

MS, September 2024 – November 2024

- Covered both assistant- and store-manager duties overseeing ~8 staff; receiving, stocking, inventory, cashiering.

Student Teacher — Ocean Springs School District

Ocean Springs, MS, August 2023 – December 2023

- Full-semester teaching placement; planning, assessment, and record-keeping.

Building Maintenance Tech — Boomtown Casino Biloxi

Biloxi, MS, April 2022 – July 2023

- Repairs, machine work, HVAC monitoring, light construction, and material handling; operated hand/power tools and a forklift/pallet jack.

Heavy Duty EVS Attendant — Boomtown Casino Biloxi

Biloxi, MS, July 2014 – April 2022

- Overnight facility maintenance in a large 24/7 operation; senior team member and on-shift point person — nearly 8 years before moving into maintenance.

Customer Service Representative — Afni (Verizon Home Services)

Tucson, AZ, December 2011 – October 2013

- High-volume inbound calls, accounts, billing, and CRM records; resolved billing discrepancies others had missed.

Crew Member — Peter Piper Pizza

Tucson, AZ, May 2011 – January 2012

- Food prep and service, truck unloading, inventory, and cleaning.

EDUCATION

- **B.S., History & Social Studies Licensure** — University of Southern Mississippi, Long Beach, MS, 2023
- **A.A., General Studies** — Mississippi Gulf Coast Community College, 2021 (GPA 3.49; Vice President's List, multiple terms)

CERTIFICATIONS & LICENSES

- Driver's License (Class C); clean driving record
- Forklift & pallet jack — operating experience
- Microsoft Office coursework (university, 2020)
- CPR / First Aid — previously certified (willing to recertify)
- Willing to obtain a TWIC card
- Mississippi Class A Educator License (Social Studies, grades 7–12)