

Carrie Wade

Carrie.wade3@gmail.com

PROFESSIONAL PROFILE

A supremely motivated customer service oriented logistical manager with over 30 years with the government and armed forces. These outstanding qualities would be a major asset to any organization seeking self-motivated leadership prepared to positively impact the agency.

OBJECTIVE

Seeking a position where my combined 30 years of experience with logistics, management, supervision, organizational skills, and employee relation knowledge will contribute to the productivity and standards of the organization.

PROFESSIONAL SKILLS

- Excellent organizational skills and attention to details
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Currently pursuing a master's degree in education, school counseling

EDUCATION

Master of Public Administration

Summa Cum Laude

Columbia Southern University – Orange Park, AL, USA

May 2019

Bachelor of Science: Criminal Justice

Cum Laude

Columbia Southern University – Orange Beach, AL, USA

May 2012

RELEVANT EXPERIENCE

Court Records Clerk, Duval County Courthouse, Jacksonville, FL

August 2018-May 2023

- Provided and assisted maximum customer service to approximately 30 customers daily by applying knowledge professionally, accurately, and efficiently
- Created, maintained approximately 50 new cases and audited probate and trust cases daily efficiently and in a timely manner
- Maintained working knowledge of Florida Statutes, Rules of the court and administration directives as they applied to Civil Circuit.

Supply Technician Defense Logistics Agency, New Cumberland, PA

October 2016-July 2018

- Provided worldwide logistics support for Military missions around the world
- Responsible for processing customer requests to military and other government bases for various shipments of hazardous materials

Records Clerk, Duval County Courthouse, Jacksonville, FL

April 2015-October 2016

- Created, maintained and audited approximately 50 cases daily of probate and trusts cases efficiently and in a timely manner utilizing Microsoft office or related software
- Proficient in reviewing and processing approximately 400 e-filed documents a week for verification and authentication of information