

Wendi Gaither

| Indianapolis, Indiana | (317) 249-7435 | wendigaither@gmail.com

Summary

Enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of multitasking and communicating. Motivated to learn, grow, and excel.

Experience

September 2021 – Current

Residential Cleaner | Maid-Pro | Indianapolis, Indiana

I am responsible for maintaining the facility by sweeping, moping, and vacuuming floors; cleaning windows, shining, disinfecting, and wiping down the facility.

December 2019 – Current

Hauler | Prompt Trucking LLC | Indianapolis, Indiana

I am responsible for attaching and maintaining trailers, including wiring and safety devices, to haul travel trailers. I document trips and expenses using Transflo to create accurate records for payroll. I use GPS to plan and follow efficient hauling routes, making logical adjustments to avoid delays.

July 2016 – December 2019

Document Specialist | Freedom Mortgage | Fishers, Indiana

I am responsible for maintaining document archive and file server of approved documents and drawings to provide easy traceability. I scan, file, and transmit various documents to digital filing procedures. Prepared digital files, physical documents and work requests in compliance with company guidelines.

October 2014 – November 2015

Pharmacy Technician | CVS Pharmacy | Indianapolis, Indiana

I fill prescription drugs, process health insurance, cashier, and handle customer concerns about prices or insurance coverage.

