



AIREX WERT

MENTAL HEALTH SUPPORT | OPERATIONS | VETERAN | FAA PRIVATE PILOT

📍 Wilkes-Barre, PA | 📞 272-301-9071 | ✉️ airexwert@yahoo.com

PROFESSIONAL SUMMARY

Operations-minded healthcare support professional with experience across direct care, retail operations, aviation ground support, and military service. Reliable in overnight and fast-moving environments, with a reputation for clear documentation, calm communication, safety awareness, and steady follow-through.

CORE SKILLS

- ✓ Customer Service
- ✓ Scheduling
- ✓ Documentation
- ✓ Data Entry
- ✓ Administrative Support
- ✓ Telephone Communication
- ✓ Microsoft Office
- ✓ Inventory & Logistics
- ✓ Time Management
- ✓ Problem Solving
- ✓ Team Collaboration
- ✓ Safety & Accountability

SELECTED PROJECTS / TECHNICAL WORK



Discord Bot Development

Built With Wave, Kith Bot, and Clocktower server utility tools for streamlined server management.



Personal Automation / Portfolio Work

Practical builder mindset focused on tools, workflows, and organized project presentation.

EDUCATION & CERTIFICATIONS



FAA Private Pilot Certificate
ATP Flight School | 2026



High School Diploma
Crestwood High School
Mountain Top, PA

EXPERIENCE



Mental Health Worker

2026–Present

Allied Services | Wilkes-Barre, PA

- Support safety, dignity, and daily structure in a behavioral health environment.
- Document observations and routine updates clearly for handoff and continuity of care.
- Communicate calmly with staff and clients during overnight operations and changing priorities.

Direct Support Professional

2025–2026

Cori's Place | Wilkes-Barre, PA

- Coordinated daily routines, activities, and support needs for individuals receiving care.
- Maintained required records and shared updates with staff, families, and support teams.
- Promoted independence, dignity, and safety while assisting with daily needs.

Retail Night Manager

2024–2025

Primark | Yorkshire, United Kingdom

- Led overnight operations with limited supervision, balancing inventory, deliveries, and priorities.
- Prepared shift reports, escalated updates, and supported store readiness for opening.
- Handled service issues while maintaining accuracy, presentation, and operational standards.

Retail Assistant

2022–2024

Primark | Yorkshire, United Kingdom

- Assisted customers, processed transactions, and maintained merchandise standards.
- Supported daily operations and customer service goals in a fast-paced retail setting.

Active Duty Soldier

2019–2021

United States Army | United States

- Maintained accountability for tools, equipment, and assigned tasks in structured, safety-critical environments.
- Worked effectively within disciplined teams while following procedures, timelines, and operational requirements.

Ramp Agent

2017–2018

Delta Global Services | Avoca, PA

- Loaded and unloaded aircraft baggage, operated ground equipment, and supported on-time departures through teamwork and safety awareness.



SAFETY FIRST
Commitment to safe, accountable execution.



TEAM FOCUSED
Collaborative mindset that gets results.



DETAIL DRIVEN
Clear documentation and reliable follow-through.



BUILDER MINDSET
Practical, solutions-oriented, and always improving.