

# TRANSPORTATION SPOTLIGHT



## JAMEY KITLINSKI

### COMPANY:

FedEx Freight

### TITLE:

Administrative Assistant -  
Managing Director, Harrisburg  
District Operations

### TRAINING ORGANIZATION OR COLLEGE/UNIVERSITY:

Harrisburg Area  
Community College

### CERTIFICATION/DEGREE:

Associate in Arts -  
Paralegal Studies

[memphis.edu/setwc](http://memphis.edu/setwc)



### Q: How did you select your certification program or college major?

**A:** I have always had an interest in office functions and writing, specifically legal issues. I enjoy working on computers and drafting documents. I wanted to have an office type career where I could also raise/support a family.

### Q: What was the biggest influence in your selection of career pathway?

**A:** I wanted to work in a fast-paced office environment with new technology. I applied to be an Administrative Assistant for FedEx because many of the job functions are in line with what I learned while obtaining my paralegal degree. I liked the fact there were opportunities for learning, advancement, and growth.

### Q: What attracted you to the transportation industry?

**A:** I was attracted to the transportation industry, specifically FedEx, because of the great pay, benefits, and career advancement opportunities. The technology is always changing, and there are lots of things to learn and experience.

### Q: What is your favorite aspect of your job?

**A:** I like to help managers succeed. I am often their first point of contact if they have any issues, or they need assistance. I try to do my best to alleviate any unnecessary work for them since they have service centers and operations to run. I feel appreciated and that I make a difference every day.

### Q: How do you/your company make a positive impact on society/our community?

**A:** FedEx makes a positive impact on many communities through the FedEx Cares program, Trees For Troops, local service center food drives, Toys For Tots campaigns, and the FedEx small business Grant Contest.

### Q: What's the most interesting thing you have been able to do in your professional career?

**A:** The most interesting thing I have been able to do in my professional career was volunteer at our district Freight Handling Competition as a photographer. The Freight Handling Competition is a skills challenge where freight handlers use forklifts to maneuver through obstacle courses, get judged on loading trailers, and get to showcase their overall skills in a timed competition while also keeping safety top of mind. Being mostly in the office, it was neat to get out on the dock and actually see a freight handler do their job. It put the overall picture more into perspective for me.

### Q: What makes you get up each morning excited about your profession?

**A:** I get up each morning excited about my profession because I work in a very positive atmosphere. I have a sense of accomplishment after each day, and I enjoy the "team" environment. Every day is different and challenging, so it never gets boring.

### Q: If you could go back in time and select any elective course to take that would have better prepared you for the future, what would it be?

**A:** If I could go back in time and select some elective courses to better prepare me for my future, I would have taken Project Management, Office Management, or Principles of Leadership. From being an Administrative Assistant for several years, I have come to recognize that these would all be very helpful, specifically for career advancement.

### Q: What advice would you share with students or anyone considering your profession?

**A:** In the transportation industry, there are many career growth advancement opportunities. I started out working part-time in the evenings while being a full-time college student, then transitioned to working full-time once I graduated. The transportation industry is always going to be there. Transportation doesn't mean just drivers, it takes a lot of people doing many different things that a lot of people don't realize to achieve the overall goal which is people, service and profit.