

# Taurion Shelvin

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2906 Sweeney Lane Unit B~ Austin, Texas 78723  
Cellular (512) 506-1544  
tshelvin1@gmail.com

## **OBJECTIVE**

To acquire a position with the potential for advancement; where I can utilize my knowledge and experience.

## **PROFILE**

Motivated, personable, and business professional with 5 years experience of customer service. Superior verbal and written communication skills. Highly organized and conscience. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive confidential records and data. Able to accurately produce and meet deadlines within a timely manner.

Flexible and versatile – able to maintain an amusing quality under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven micro-managed environments and excellent team-building skills.

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## **PROFESSIONAL EXPERIENCE**

**Houston Food Bank – Houston, Texas**  
**Warehouse Lead**

March 2012 – October 2012

Order, ship, receive, organize, and validate all inbound/outbound orders needed for daily warehouse operations. Conduct equipment changeovers to accommodate production demands. Ability to handle physical requirements, wear all required personal protective equipment as required by plant policy, and safely use various warehouse equipment; including a forklift. Maintain proper inventory levels in the supply room and warehouse. Conduct inventory audits/reconcile quantities; troubleshoot inventory discrepancies to optimize accuracy. Cultivate vendor relationships to optimize service and operational support. Work with production teammates/other employees to generate quality and safety improvements.

**Abercrombie & Fitch – Austin, Texas**  
**Impact Team Member**

March 2011 – September 2011

Focused greatly on customer service, performed activities involved in receiving, sorting, documenting, and preparing proof work. Appropriately file and/or store documents such as manifests and log sheets as directed by management. Complete end of shift duties to include cleaning up of workspace and ensuring that all supplies are properly put away for the next day's operations. Other duties to include: data entry, scanning and making copies. Maintained the effectiveness of merchandise flow, filling and presentation standards throughout the store and the stockroom. Developed skills in multi-

tasking, adaptability / flexibility, attention to detail, customer focus, adhering to company guidelines in personal appearance and rules of conduct, stockroom systems, scanning systems and merchandising.

Target – Austin, Texas  
**Sales Floor Associate**

January 2011 – August 2011

Ensures timely deliveries to maximize sales, operates handling equipment, such as fork-lifts and other tools in a faith manner. Manage a log book with purchases, provides receipts, invoices, and pick-up information. Maintains contact with retailers on product delivery and with the merchandising department on the receiving of products. Relies on experience and judgment to plan & accomplish goals. Offered fast, fun and friendly service to customers by responding quickly to their needs, questions or issues, plus keep the sales floor clean, organized and well stocked. Prepared menu items, maintain a clean and inviting dining area, ring up transactions and welcomed to every guest. Retrieved and maintained carts, help guests with carry-outs, and kept the entrances, sidewalks, doors and floors clean and safe.

## **COMPUTER SKILLS**

Windows XP; Microsoft Office 2011, scanning technology; HTML; Internet proficient; Mac OS

## **EDUCATION**

*Bachelors of Business Administration (International Business) – Huston-Tillotson University-*  
Current

*Bachelors of Arts in Social Work – Huston-Tillotson University - Current*

*High School Diploma- Houston Academy for International Studies – May 2010*  
-studied abroad to Thailand, Japan, and Australia