

TARENCE LAFFALL 2ND

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OBJECTIVE

To secure a position in production that will allow me to share my experience and skills, as well as gain new ones. Highly determine to complete tasks and finding new challenges. To deliver high quality customer service and positive energy.

EXPERIENCE

Shipping/Receiving (Macy's Logistics)

(seasonal)

August 2012- December 2012

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment

Determines method of shipment, utilizing knowledge of shipping procedures, and routes

Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons

Inserts items into containers, using spacers, fillers, and protective padding.

Operate tier-lift truck and hand truck to move shipments.

Custodian Service

June 2009 - June 2012

Oakland Unified School District, Oakland, California

Custodial Services provides cleaning services to the academic and administrative buildings

Maintain cleanness of CIRCULATION AREAS, RESTROOMS, Classrooms, and OFFICES

All surfaces within these areas are to receive cleaning attention at certain frequencies

Vacuumed, shampooed, extracted, dusted, swept, scrubbed, mopped, stripped, neutralized,

sealed, waxed, buffed, and polished according to need, type of material and application

Requires long hours of standing and walking

Wiper (Merchant Marine)

April 2003 - September 2009

U.S. Coast Guard, Oakland, California

Performs general cleaning and preservation of engine department spaces and equipment

Assists Senior members of engine in performing maintenance

Repair of propulsion equipment and auxiliaries

Stood watch with License Engineers on 3rd Shift (Grave yard)

Education

Bachelors of Business
Administration

January 2009

DeVry University

San Jose, California

Diploma - High School

Graduated: June 2002

McClymonds High School

Oakland, California

Interpersonal Skills

Team Player

Motivate Team Members

Exceptional
Versatility and
Adaptability

Dedication and Drive
as a Hard-Working
Individual

Excellent
Communication and Team
Building Skills

Self-Starter

Superior Customer
Service

Advanced Internet
Skills

Microsoft Office
Words & Excel