

# TARENCE LAFFALL 2ND

1031 32<sup>ND</sup> ST.  
OAKLAND, CALIFORNIA 94607  
TLAFFALL2K@YAHOO.COM  
(510) 837-2682

## 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)

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.

(seasonal)

## 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

### Custodian Service

June 2009 - June 2012

Oakland Unified School District, Oakland, California

Custodial Services provides cleaning services to the academic and administrative buildings

Maintain cleanliness 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

Preforms general cleaning and preservation of engine department spaces and equipment

Assists Senior members of engine in preforming maintenance

Repair of propulsion equipment and auxiliaries

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