

TYREE WILLIAMS

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SUMMARY OF SKILLS

- Warehouseman with more than 15 years experience
- Proficient in Microsoft Office
- Clean driving record with class C license
- Forklift Certification
- Excellent team player, as well as able to work effectively on individual assignments
- Quick learner and follows directions well
- Organized and self-motivated

PROFESSIONAL EXPERIENCE

Warehouse

- Performed warehouse duties; over 15 years' experience
- Supervised team of up to 10 workers on various assignments
- Operated forklifts, such as sit down, clamp, cherry, stand-up and reach
- Assisted with the shipping and receiving of merchandise
- Loaded and unloaded freight and delivery trucks
- Stocked goods in assigned areas
- inventoried product shipments for quality and quantity
- Attached barcodes, labeled products and shipping boxes, prepared orders
- Reported to management any problem areas

Food Service

- Served as assistant cook
- Prepared food
- Operated as line server
- Washed dishes and bused tables

Customer Service

- Effective closer for company resources used by clients, with 90% success rate
- Performed cold calls in telemarketing department
- Received incoming calls from company clients interested in real estate advertisements
- Excellent in communication and social skills

EMPLOYMENT HISTORY

General Laborer, Chrysalis Enterprise

Los Angeles, CA

Warehouseman, State of California

Delano, CA

Customer Service Representative, Consumer Resource Network

Inglewood, CA

EDUCATION AND TRAINING

Kern Valley Education, GED

Delano, CA

Coastline Community College, courses in Small Business and Counseling

Fountain Valley, CA