

# Tamitra Quiles

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I aim to cement a long lasting opportunity in a workplace where I can maximize my talents, provide quality assurance, and become an asset to my employer and co workers. I am hard-working, high energy, compliant with any and all company standards and policies set in place. I am team and goal oriented. I possess excellent customer service skills and speak English, as it is my primary language. I am currently learning Spanish and can communicate the basics very well. I am comfortable in multicultural environments and enjoy interacting with those from different backgrounds.

Authorized to work in the US for any employer

## Work Experience

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### **Driver**

WIN LOGISTICS - College Park, GA  
July 2019 to Present

Load in/load out packages in bulk for "last mile" delivery. Time management, adherence to road and warehouse safety procedures, and accuracy are some of my main daily responsibilities.

### **Picker/Packer**

Prologistix, Carter's Warehouse - Stockbridge, GA  
March 2019 to July 2019

#### Duties and Responsibilities

Pick, pack, and label items from cases to carton accurately and in a highly productive manner. Use of wrist RF scanner. Follow all facility rules, safety, and security protocols.

### **Co Driver**

Ari's Transport Services LLC  
April 2017 to March 2019

for Hot Shot freight company. Duties included assisting in proper loading/unloading and securing of freight, accurate navigation, reading and utilizing BOL and manifests.

Adherence to all DOT rules and regulations pertaining to the business. Use of manual logs and ELD.

I also have 15 years of full service restaurant experience including FOH and BOH. Any other employment details I will freely give upon inquiry.

### **Assistant Manager**

Dollar Tree - McDonough, GA  
December 2016 to March 2018

#### Duties and Responsibilities

Responsible for assisting with all operational tasks within the store as delegated and assigned by the Store Manager with main focus on the front-end and sales floor, operations, and stock room. Also assist with the hiring, training and development of store associates as delegated by the Store Manager.

**Other Duties and Responsibilities**

- Assist with all store functions and day-to-day store activities as directed by the Store Manager
- Able to perform all opening and closing procedures in the absence of the Store Manager
- Assist the Store Manager in protecting and securing all company assets, including store cash

**Driver/Mentor**

Lyft

October 2014 to March 2017

**Duties and Responsibilities**

App platform for picking up and dropping off passengers in a courteous, safe, and timely manner. Maintain vehicle, track mileage and keep a high rating with customers.

**Crew Member**

Wendys - Orlando, FL

August 2012 to July 2014

**Customer service**

LOVE SHACK - Norcross, GA

February 2012 to November 2013

cash/credit handling, product knowledge, receiving inventory, stocking and organization of merchandise, inventory and quality control. Store upkeep, record keeping, end of shift reports, safe access, cash drops, and executing proper close of business day procedures.

Left position, in good standing, to seek employ closer to my residence.

**Neighborhood Sales Representative**

Trugreen - Ellenwood, GA

January 2010 to January 2011

**Duties and Responsibilities**

Customer service and client management, product demonstration, lawn assessments, service and program upsales, data entry, and follow ups for continued quality assurance.

Seasonal. Open for rehire.

**Key Holder/Cashier/Food Prep**

One Hot Cookie Cafe - Decatur, GA

August 2007 to January 2011

**Duties and Responsibilities**

Customer service, taking orders, cash/credit handling, food prep with strict adherence to recipe and quality guidelines, store upkeep in keeping with EPA and OSHA standards. record keeping, cash deposits and banking, safe access, shift reports and executing proper open and close procedures for business day.