

# Rayvon Hawkins

## Forklift operator - Menards

Saint Paul, MN

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To obtain a position with a growing company that will utilize my skills, and chrasmatic personality and one that will also compliment my focused drive.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Forklift operator

Menards - Roseville, MN - July 2015 to Present

At FedEx everyday i inspect short, damaged inventory and log on a company system the condition of freight. I unload shipments from newly arrived shipping trailers, I also transport the inventor to it designated shipping trailer for outbound shipments. occasionally i will have to weigh the shipment orders to verify if there is to much weight or too little on each shipment guaranteeing the customer a secure and accurate deliveries.

### Completed manager

Menards - Saint Paul, MN - March 2012 to Present

St. Paul, MN U.S

Morning stock

- I work mornings unloading stock and creating inventories for back stock. On Sundays and Thursdays i work a cleaning position and my duties are to sweep, mop, empty trash, and clean the aisles of the store with a four person team, drive a floor scrubber. and as a part time sales person i dealt with guest face to face writing up their orders, setting up deliveries, and printing out guest order receipts using pallets and pallet jacks to manage overstock product, store away and organize floor tile, lumber, bathroom fixtures, cleaning supplies, and hardware tools.
- Completed manager training program
- Worked in mutipel departments

### Monitor

Vivint - Saint Paul, MN - February 2015 to February 2015

I monitor phone calls and direct distressed home owners in the event of a fire, medical, or burglary alarm. I am responsible for contacting homeowners in the event of a home invasion, medical emergencies, or fire. The position requires prompt follow ups to help support the Customer verify the safety of their home and family.

### Employment Specialist

TSE - Saint Paul, MN - July 2014 to January 2015

Performed Daily curriculum and supported person served in the work environment.

- Recorded daily on the obstcels each one of my person served faced.
- Managed a team of 4-8 person served.
- Drove person served to and from different work sites daily.
- Fill out pay roll for person served.
- Recorded attendance for person served.
- Performed monthly fire, tornado, and bomb threat drills with person served.

### **Star Services**

Star services - Saint Paul, MN - March 2014 to July 2014

U.S

Direct support

- Provided direct support to people with developmental disabilities.
- My responsibilities were to drive to each site and provide services such as feeding, helping with curriculum, and monitoring the safety of person served throughout the day.
- Recorded and reported daily events that may have caused the person served any stress.

### **Sales/Marketing rep**

Superior Management Solutions - Roseville, MN - 2013 to December 2013

### **Assistant Manager**

Earths - Saint Paul, MN - September 2012 to September 2012

Responsibilities include manage store revenues that accumulate to over a quarter million dollars annually, responsible for all cash deposits, collections and reconciling the books. Conduct training programs for all employees. Collected store data and supervise bi weekly inventory controls. work well with all of our guest, stock inventories from boxes to shelves

area, cashier, process refunds, and credit card transactions. I also help prevent product lost.

My job duties were to transfer all stock from pallets to its proper shelf space. One challenge was to work at a fast pace and remain efficient.

### **Inventories Stocker**

Earths - Saint Paul, MN - September 2011 to February 2012

U.S

Morning stock

My job duties were to transfer all stock from pallets to its proper shelf space. One challenge was to work at a fast pace and remain efficient.

### **Cook/Cashier**

Churches - Chicago, IL - April 2011 to June 2011

U.S

All

Churches fried chicken. The experience was demanding yet fulfilling when i worked there it was not mainly about the money because i love to work at places that will help the poor maintain a balanced diet and budget. i know many people that enjoy to eat at churches including my family and I. Located 4114 W Madison street.

### **Cook/Cashier**

MSE Branded Foods - Chicago, IL - August 2010 to December 2010

U.S

All

MSE Branded Foods, its locations is at navy pier 600 E grand st i worked their for one full summer this company is a franchise business, and consists of two different stores. Throughout the duration of my employment i managed to work both stores, and most positions.

EDUCATION

### **Associates in business administrations**

National American University - Roseville, MN  
2013 to Present

#### ADDITIONAL INFORMATION

##### Skills

I can conduct a positive conversation with almost any one. I have been told by my associates that I have a good sense of humor. My past employers say that I can completely maintain a position as a vital member of a growing company. Teachers of mine say that I have an advanced method of learning I can adapt very easily. Currently while I'm in between employment I volunteer my time at City of Refuge; assisting with food prep, kitchen maintenance, and keeping the facility/grounds clean. I have basic Knowledge of shipping and receiving and use of a pallet jack.

Strong communication and well developed listening skills. Detail oriented and well organized, strong verbal and communication skills, proficient with Microsoft word. ability to thrive in a fast paced environment.