TAQUAN COFIELD

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Professional Summary

I'm very hardworking & reliable. I've worked in different industries but the one thing I've learned from all jobs is how to be dependable and put my work first! I'm very optimistic & open to trying new things and learning new skills.

Work Experience

Warehouse Order Selector

Medline Distribution Center-Mebane, NC
December 2022 to January 2024

Kept detailed records of MedLine stock inventory in the warehouse to manage order availability.

Inspected supplies and product inventory for quality and quantity issues, returning unacceptable materials to vendors for replacements or refunds.

Completed physical inventory counts each hour.

Accepted delivered packages, verified products, and double-checked delivery totals to keep system records current and accurate.

Order selected MedLine inventory to be shipped out to customers

Box Truck Driver

Tyler's Delivery Service-Rocky Mount, NC
August 2021 to December 2022

Followed hand signals and verbal cues from the loading crews to maneuver the truck into loading and unloading positions.

Double-checked transportation and shipping documents to ensure inventory counts were accurate.

Assisted various business groups with document organization and dissemination during acquisitions.

Pallet jacks were used to assist with product loading and unloading at warehouses.

Delivered products from Best Buy to customers.

Assembled equipment for customers

Crew Trainer

Taco Bell-Rocky Mount, NC
April 2016 to July 2021

Set a positive example for my teammates by providing high-quality, efficient service.

Developed and implemented new training initiatives, such as online modules, interactive software, language labs, and online programs, to ensure that employees receive ongoing training in order to achieve long-term success.

Provided ongoing guest service, which included food/service recommendations.

Kept track of Taco Bell and employee activities on a daily basis, identifying areas for improvement and putting plans in place to address them.

Kept up to date on all of the team's job requirements.

Trained new & existing employees

Bakery Worker

The Cheesecake Factory Bakery-Battleboro, NC

June 2018 to October 2018

Entered production data into the company database, including machine settings and the amount of product processed, to meet internal and regulatory record-keeping requirements.

Kept a close eye on the operating equipment and made adjustments as needed to keep speed, temperature, and other variables within acceptable limits.

By keeping a detailed production schedule, I was able to determine the quantity of product to prepare for the next day's operation.

Consistently met production goals by efficiently loading and unloading machinery.

Used pallet jack to move cakes to the freezer after they were processed and wrapped

General Laborer Carpenter

Wayne's Contractor-Rocky Mount, NC

January 2016 to August 2016

Removed tool marks and surface adhesives after installation to improve project quality.

Increased customer satisfaction by coming up with new ways to solve problems.

Minor wall repairs, roofing, window repairs and flooring

Education

South West Edgecombe High School - Pinetops, NC

2016

Skills

- Order fulfillment Organization
  Stocking Warehousing functions
  Shipping and receiving Exceptional time management skills
  Process improvement Customer service

- Lawn care
- Mowing
- Groundskeeping
- Quick service & fast food restaurant
- Janitorial experience
- Construction
- Power tools
- Hand tools
- Carpentry
- Door hanging
- Customer service
- Maintenance
- Mechanic experience

- Cash register
- Equipment repair
- Sales
- POS
- Commercial driving
- Manufacturing
- Distribution center
- Pallet jack
- Heavy lifting
- Moving
- Dietary aide experience
- Dietary department experience

Certifications and Licenses

Food Handler Certification