

Tavares McMath

Rochester, NY 14626

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Work Experience

Shipping and Receiving

L3Harris - Rochester, NY

March 2020 to Present

- Review material and paperwork , Process order through Fed-Ex, UPS, and USPS.
- Looked over finalized work, examined reports and sheets of data for errors.
- Reviewed and removed unneeded data as well as combined data for multiple sources.
- Categorized information into spreadsheets, databases and customer relations management systems

Houseman

Oak hill Country Club - Rochester, NY

February 2018 to Present

- Set up assigned rooms and events based off diagrams, A/V, and individuals seating
- Prepare a worklist order for any items and any other equipment needed for future events
- Properly maintain all work equipment, tools, and supplies.
- Go through checklist make sure every part of the clubhouse is clean and sterilized.

Shipper/Forklift Driver

Thermo-Fisher Scientific - Rochester, NY

September 2017 to November 2019

Inventory Accuracy team Member

- Looked over finalized work, examined reports and sheets of data for errors.
- Reviewed and removed unneeded data as well as combined data for multiple sources
- Kept detailed records of task, files and progress minimum 97% of inventory for warehouse
- Categorized information into spreadsheets, databases and customer relations management systems

Medical Receptionist

Medical Solutions Inc - Rochester, NY

June 2015 to August 2017

- Greet and register patients upon incoming calls
- Verify available appointments once reporting to office
- Answer incoming calls professionally and collect and verify patient information
- Provide requested information to patients
- Schedule appointments and update company database

Front Desk Receptionist/Technician

A Zip - Rochester, NY

June 2015 to August 2017

- Greet and register customers upon arrival
- Answering incoming calls politely and provide requested information to customers
- Perform additional duties assigned by manger
- Update inventory list and close office at end of day

Education

BSC in Medical

Bryant and Stratton College - Rochester, NY

January 2017

Associates in Liberal Arts and Science in Liberal Arts and Science

Monroe Community College - Rochester, NY

September 2008 to June 2010

Skills

- Data entry
- Excel
- Outlook
- Powerpoint
- Microsoft word
- Word
- Publisher
- Fork lift
- Stocking
- Cash handling
- SAP Materials Management
- Medical Receptionist
- Shipping & Receiving
- Materials Management
- Customer Relationship Management

Certifications and Licenses

Forklift Certification