

Tavaris Ross

Bradley, IL 60915

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Successful working individual that provides leadership and a drive in attitude that will get the job done efficiently. Supervisory skills with a leadership attribute that acts when approached with difficult problems, providing solutions accurately. Leader in guidelines of company policies and ensuring efficiency, fast-paced, professionalism in the work environment is at hand.

Key competencies include:

- Supervisory skills and providing high quality leadership in the workplace.

Authorized to work in the US for any employer

Work Experience

Tester

CTDI warehouse-Elwood, IL

August 2023 to May 2024

Test, clean, and package Xfinity Modems

Shipping Clerk

ITW-Mokena, IL

February 2022 to July 2023

Scanned and Weighed Packages and correctly placed labels on boxes right before sending down the assembly line. Also Had to use Forklift (sit down, clamp). Utilize RF scanner to scan and document product packaging. Utilize microsoft office 365 by printing labels and scanning in good/ defective products

Security Officer

Allied Universal-Chicago, IL

September 2021 to January 2022

- Provide customer service to business clients by carrying out safety and security procedures, site-specific policies and when appropriate, emergency response activities
- Respond to incidents and critical situations in a calm, problem solving manner
- Conduct regular and random patrols around the business and perimeter.
- Working environments and conditions may vary by client site.

Shift Supervisor

Menards-Homewood, IL

February 2020 to August 2021

- Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.
- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.

- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

Sales Leader 1

NRG Enerav-Des Plaines, IL
July 2018 to October 2019

- Oversees and monitors a group of call center employees.
- Provide training and feedback for the team, ensure that the team goals are met, and make performance assessments for each member.
- Discussing targets with the call center manager and relaying those to the team.
- Qualifications for the career include leadership skills, customer service experience, observational awareness, and the ability to speak clearly over the phone.

Amazon Warehouse Associate

Amazon-Monee, IL
January 2018 to July 2018

Warehouse Assistant Manager

Sam's Club
March 2016 to December 2017

- Directs, supervises and assigns warehouse employees (e.g., trains, prepares work schedules, makes work assignments).
- Assists with selection, supervision and training of warehouse workers. Evaluates performance and verifies correctness of employee time cards.
- Directs warehousing activities (e.g., ordering, receiving and unloading shipments, processing records, preparing and distributing reports and other documentation, establishing and coordinating policies, assisting with vendor contracts). Responsible for processing entire warehouse cycle for USDA commodities (receiving, inventory control, monitoring, scheduling, pulling, etc.).
 - Verifies price, quantity and item numbers for received items. Records and maintains receiving and inventory data in computer database. Clears incoming freight for payment.
 - Answers telephone and assists with customer service. Coordinates with truck drivers and dispatchers, explaining distribution policies and procedures for deliveries and shipments.
 - Coordinates with vendors to insure that correct products are ordered and delivered. Assists with resolution of quantity, pricing and quality issues and discrepancies.
 - Opens and services work areas.
 - Schedules and arranges deliveries and shipments, coordinating schedules.
- Prepares related documentation. Assists with pulling of orders and monitoring of order accuracy. Monitors issuance of items.
- Assists with preparation and checking of reports, schedules, invoices, forms and other required warehouse documentation.
- Assists with inventory control and resolves inventory discrepancies.
- Locates, cubes and weighs new items. Creates some new item computer numbers,

Education

High School Diploma

Rich Central Campus High School - Olympia Fields, IL
August 2013 to May 2017

Skills

- Motivated by everyday tasks to have them completed in a timely order.
- Making sales goals individually amongst a group goal of the store or district.
- Ensuring high quality professionalism that has been recognized by upper management and used to provide examples for representing the company in a fast-paced environment. Microsoft Office Suite Type 40 WPM Management/Leadership Loss Prevention Account Management Forklift Order Picking Shipping & Receiving Pallet Jack Packaging Load & Unload RF Scanner Logistics
- Leadership
- Conflict management
- Supervising experience
- Forklift
- Customer service
- Load & unload
- Account management
- Shift management
- Marketing
- Security
- Automotive repair
- Dealership experience
- Retail sales
- Driving
- Porter experience
- Sales
- Sales management
- Store management
- Time management
- Warehouse management
- Warehouse supervisor experience
- Materials handling
- Distribution center
- Order picker
- Hi-Lo
- Manufacturing
- Cash handling

Certifications and Licenses

PERC Card

May 2021 to May 2024

Pallet Jack Certification

Forklift Certification

Driver's License