

Toriano Beal

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CAREER OBJECTIVE

Quality-oriented professional with 13.5+ years of experience and a proven knowledge of cargo handling, export operations, and inventory control. Aiming to leverage my skills to successfully fill the Warehouse role at your company.

WORK EXPERIENCE

STAFF UP AMERICA SAINT PAUL, Saint Paul, MN

Shipping/ Receiving Clerk, Jan 2017 - Present

- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter.
- Confer or correspond with establishment representatives to rectify problems, such as damages, shortages, or nonconformance to specifications.

DORIS HOME HEALTHCARE SERVICES, Danville, IL

Home Healthcare Assistant, May 2012 - Dec 2014

- Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.
- Provide patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming.
- Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care.
- Accompany clients to doctors' offices or on other trips outside the home, providing transportation, assistance, and companionship.
- Plan, purchase, prepare, or serve meals to patients or other family members, according to prescribed diets.
- Perform a variety of duties as requested by client, such as obtaining household supplies or running errands.

MASTER GUARD , Veedersburg, IN

Detailer, Feb 2010 - Mar 2012

- Follow supervisors' instructions as to which parts to restore or replace and how much time the job should take.
- Sand body areas to be painted and cover bumpers, windows, and trim with masking tape or paper to protect them from the paint.
- Review damage reports, prepare or review repair cost estimates, and plan work to be performed.
- Remove damaged sections of vehicles using metal-cutting guns, air grinders and wrenches, and install replacement parts using wrenches or welding equipment.

- Prime and paint repaired surfaces, using paint spray-guns and motorized sanders.
- File, grind, sand and smooth filled or repaired surfaces, using power tools and hand tools.

COMPLETE OUTSOURCING SOLUTIONS, Chicago, IL

Collections Specialist, Apr 2005 - Feb 2010

- Locate and notify customers of delinquent accounts by mail, telephone, or personal visits to solicit payment.
- Arrange for debt repayment or establish repayment schedules, based on customers' financial situations.
- Advise customers of necessary actions and strategies for debt repayment.
- Confer with customers by telephone or in person to determine reasons for overdue payments and to review the terms of sales, service, or credit contracts.
- Locate and monitor overdue accounts, using computers and a variety of automated systems.
- Answer customer questions regarding problems with their accounts.

EDUCATION

Midwest Theological Institute

Chicago, IL

Diploma (Jun 2001)

ADDITIONAL SKILLS

- Customer Service
- Forklift Operations(Cherry Picker, Palette Jack, and Standard Forklift)
- Leadership Skills
- Data Entry

REFERENCES

References available upon request