

Tyrell Allen

Centreville, VA 20120

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Authorized to work in the US for any employer

Work Experience

Expeditor

Lockheed Martin - Manassas, VA

May 2020 to Present

I work in the MDC (Material Distribution Center) where we handle all of the material and products coming in and going out of our facilities. We also expedite material needed throughout the facility to different labs and departments as need with the use of forklifts or pallet jacks or by carts. We keep track of everything moved around using our Queue system where we input what was delivered, the part number and serial number and where and who it was delivered to.

Security Guard

Prosegur - Manassas, VA

May 2019 to Present

Patrol interior and exterior of building, reporting any suspicious behavior. Responding to Alarms and identifying the cause and taking proper steps to ensure people don't cause them. Works in the ECP monitoring detectors and completing wand searches if necessary

Operations Supervisor

Lifetime Athletic - Centreville, VA

August 2017 to Present

Assisted members with any and all questions, interactions with members was very important. Handled day to day operations, making sure the club was neat and presentable at all times.

Warehouse Supervisor

Martin Brower - Manassas, VA

August 2019 to March 2020

Responsible for picking and gathering products to build onto carts that were being shipped out. Drove and operated forklifts, stand on pallet jacks and high reach lifts.

Warehouse Team Lead

Martin Brower - Manassas, VA

June 2019 to March 2020

I was responsible for building carts that had selected product on them using a riding pallet jack. We had to build carts neatly to ensure items were secure then proceed to wrap them and stage in proper areas. Also used forklifts to move certain products and area around. Worked in Freezer as well as dry area.

Shipping and Receiving/Forklift Operator

Corning - Manassas, VA

July 2015 to August 2017

I work as a shipping and Receiving ing agent creating labels and shipping products in the people soft oracle system. I also operate forklifts and cherry pickers to store and pick products.

Cargo Agent

Swissport International Ltd. - Dulles, VA

April 2015 to July 2015

Responsibilities

Was responsible for handling and management of imported and exported cargo

Sorted and organized USPS, and international mail

Helped to create build units for cargo flights

Was responsible for driving in the Air Operations Area (AOA) to transport and load cargo onto planes

Licensed Forklift Operator, operated forklift to transport cargo build units which kept track of all inventory;

Prepared outgoing pallets for delivery and moved them off aircraft for receiving

Was responsible for keeping assigned sections of warehouse organized

Warehouse and Shipping and Receiving Clerk

Oberthur Technologies of America Corp - Chantilly, VA

May 2014 to January 2015

Responsibilities

Received incoming inventory, SIM cards and inputted data in the secure AS400 database system for Oberthur Technologies, which provides digital security, and secure technology solutions for Smart Transactions, Mobile Financial Services, Machine-to-Machine, Digital Identity and Transport & Access Control. Forklift certified.

Accomplishments

Employee of the month, people came to me due to my fast response times.

Skills Used

Computer Systems, Forklifting, pallet jacks and electronic pallet jacks

Scan Technician

Fairfax County Government

June 2013 to November 2013

Responsible for properly scanning case files received from Social workers, correctly categorizing and indexing files using the ScanPro and IndexPro software

- Interacted on a daily basis with various Social workers to ensure constant flow of work to prevent backlog

Sales Associate

Levi & Strauss

August 2010 to January 2011

Responsible for maintaining a productive and pleasant customer and working environment

- Interacted with all levels of management
- Utilized knowledge of products to provide excellent customer service

- Stocked merchandise, processed shipments, helped with promotions and performed general store maintenance
- Assisted customers with various issues
- Managed fitting and stock rooms

Package Handler

FedEx Ground

May 2009 to September 2010

Responsible for loading and unloading packages and parcels on and off trucks

- Maintained belts and ensured constant flow to prevent backlog of packages
- Interacted with drivers to ensure trucks were loaded to satisfaction
- Received instructions from supervisor at start of shift and completed all tasks within the allotted timeframe
- Responsible for following policies and procedures regarding the handling and stacking of the boxes to assure boxed contents were kept intact and unharmed
- Kept records of all completed jobs and reported any cargo discrepancies to superiors
- Responsible for manually pulling, pushing, carrying and lifting packages that weigh up to 75 lbs
- Had excellent listening skills and analytical skills, as well as, excellent interpersonal social skills and able to work well with a variety of personalities in a team environment

Education

Bachelor's in Political Science

Norfolk State University

2011 to 2012

Associate in Liberal Arts

Northern Virginia Community College

2009 to 2010

Diploma in Advanced Studies

Manassas Park HS - Manassas Park, VA

2004 to 2008

Skills

- training
- Management
- Excel
- Operations
- Inventory Control
- forklift
- Microsoft Office
- inventory
- Logistics

- MS Office
- Microsoft Word
- Oracle
- Warehouse Supervisor Experience
- Microsoft Access
- Analysis Skills

Certifications and Licenses

Certified Forklift Operator

Additional Information

- Highly motivated, hard working individual with over 9 years of Customer Service, Retail, Community Service, Leadership, Mentorship, Music and Athletic experience
- Strong and willingness to learn and grow
- Dependable and demonstrate strong attention to detail in order to work independently and in a team environment
- Ability to interact with individuals at all levels
- Use independent judgment in instances when prioritizing tasks
- Ability to work in a fast-paced environment to meet deadlines and handle pressure and timed sensitive situations
- Industrious, ambitious, people oriented, a team player and willing to accept challenges
- Clearable, United States born Citizen

TECHNICAL SKILLS

- Experienced in a variety of administrative duties, to include: MS Office Suites: Word, Excel & PowerPoint
- Typing & Data Entry: 55 wpm
- Faxing, Copiers, Printers & Scanners
- Internet Programs: Google, Yahoo, Facebook, Internet Explorer & Twitter