

# Tyrell Harlin

## **Sales associate/Cashier**

Minneapolis, MN

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763.228.8734

I am consistent, hard working, highly motivated person. I enjoy working with the public. I feel that I am a friendly outgoing and dependable person. I feel it is a crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

## Work Experience

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### **Customer Service Representative**

ISG - Bloomington, MN

March 2017 to January 2019

ISG is a paid market search company that reaches out to people all over the world to conducting paid surveys , for example corn and soybean farmers , lawyers at certain law firms . We are usually calling a list a list of numbers from NY all the way out of thee U.S , average about 400-500 calls a day .

### **Sales Associate**

Finish Line - Burnsville, MN

June 2015 to December 2015

Assisting customers with questions they may have on a certain type of shoe or apparel. Satisfying customers with excellent answers and honest advice and answers on things

### **Customer Service**

ShopHQ - Eden Prairie, MN

February 2012 to September 2015

I was a customer service representative at ShopHQ, my duties were assisting customers with any help they needed or any sort of problem they were having with there account, logging into there account, products they may have purchased from us or checking on a return credit, or when should they be receiving a refund for an item they returned back to us . I was apart of the customer service in the general division, my duties included handling customer questions on billing information,payment information/history, return extension , also service requests, problem solving and providing detailed information on new products. I also Worked with new customers in the development of new accounts, my hours I worked were 11:30 am – 8:00 pm Monday through Friday. My hours often changed , depending on high call volume.

### **Order Puller**

Supervalu - Hopkins, MN

May 2014 to December 2014

I was a order puller in the warehouse distribution center in hopkins working is the fridge. I pulled orders that came through my ear piece device telling me which orders to pull, what aisle to pull from , how many items to pull etc.

**Painter/Laborer**

Brother's Painting Inc - Minneapolis, MN  
March 2011 to November 2014

My brothers own company , we would paint local houses and fences

**Sales associate/Cashier**

Spencers - Bloomington, MN  
October 2012 to March 2013

Greeting customers right away, asking them is there anything that I could help them find right away, or if they just want to shop around. Stocking the sales floor when new shipment has arrived, cashier when I was assigned to it, if not I would just be working the sales floor with other employers.

R.R. Donelleys. Chanhassen, MN  
Temporary.

Print Press machine, just a simple stock when pamphlets come out the machine, stacking them in a certain order, may be about 10-15 rows high at a time, making sure they're all facing the same way. I would switch machine in a certain amount of time, just to make sure every machine was used and I got enough experience on it.

SanMar Shakopee, MN

My duties were packing orders that were given, which were clothes and other items that customers have called and wanted. The items were shirts, sweaters, hats jackets and what ever other order was placed. I would pull at least 100-300 orders per day and would be on my feet for 8 hours a day or more, walking around pulling orders from letters A-Z, I worked full time 1:00pm - 9:30pm, I would also check off the item that I have pulled counted. I have experience with assembly lining.

ShopHQ

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**Camp Supervisor**

YMCA - Shakopee, MN  
May 2011 to August 2011

Provide leadership in group activities.  
Learn and instruct others in games, arts and crafts or special programs.  
Establish and maintain effective working relationships with others.  
Handle complaints and concerns in a calm, responsible manner.

Target Richfield, MN  
Cashier Seasonal

Greeted customers and ascertained what each customer wanted and needed.

### **Sales Associate**

Lifestyle - Burnsville, MN

September 2009 to May 2011

Greeted customers and ascertained what each customer wanted and needed.

Described merchandise and explained use, operation, and care of merchandise to customers.

Recommended, selected, and helped locate and obtain merchandise based on customer needs and desires.

Placed special orders and called other stores to find desired items.

Exchanged merchandise for customers and accepted returns.

Ticketed, arranged and displayed merchandise to promote sales.

Opened and closed cash registers, performing tasks such as counting money, separating charge slips, balancing cash drawers, and making deposits.

### **Order Puller**

Cokem International - Shakopee, MN

Order fulfillment, picking orders that came off a invoice, such as games , controllers , books, maps, etc . After finish pulling the item we would bring them to a conveyer belt and someone else would go through the orders check them off and send them down the line .

### **Auto Detailer**

Top Gun Auto detailing - Savage, MN

I would recondition cars, inside and out. We had different package deal types that you could get, Platinum, Silver/Sealent, Silver,and gold. Usually nobody gets the gold package, if they did we would upgrade them to the silver,or silver sealent. Also I would clean headlights as well. Other duties assigned.

### **Order Selector**

CyberPower Inc. - Shakopee, MN

CyberPower designs and manufactures uninterruptible power supply systems, power distribution units, surge protectors, remote management hardware, power management software, mobile chargers, and connectivity products. My job was to do order fulfillment , pick and pull items off the invoice and box them up . This job included pallets and pallet jacks. after boxing them up we would have to build the items on the palate like a pyramid . Items can weigh up too 70-100 pounds alone . We would build between 500-200 pallets a day .

## Education

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### **Diploma**

Shakopee High School - Shakopee, MN

2012

## Skills

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Customer Care, Call Center, Customer Service, CSR