**Jalen K. Tapley**

###### Phone: (708) 714-7031 Email: tapley12@gmail.com

**Professional Profile**

Energetic individual with intensive training in Forklift, Sales, Kitchen and Logistics, who strives in incorporating a positive attitude while being an efficient and strong minded organizational team leader.

**Education**

**Joliet Junior College**

*College of Nursing*

**Work Experience**

**Dayton Freight Lines**  **Crest Hill, IL**

*Dock Worker; (Outbound)* **February 2018 - August 2020**

* Received and understood work orders (Via electronic scanners) to determine the type and quantity of items ordered.
* Checked items to ensure that they are in good condition and conform to quality specifications.
* Abide by all company safety and hygiene regulations; use of Forklift equipment
* Unload and load trailers (Outbound dock operations )

**Menards**  **Crest Hill, IL**

*Building Materials Team Member (sales)* **January 2015 – April 2017**

* High level customer service job in which Team Members communicate effectively with customers in answering any questions they may have. Sales Team Members are responsible for maintaining the in-stock inventory to ensure that the department is clean, organized, and the shelves are full and products properly merchandised.
* Sales Team Members work in cooperation with their Department Manager(s) and all other Team Members to ensure the customer’s home improvement needs are met.

**Professional Organizations**

**Opportunities to Achieve** **September 2016 - Present**

*External VP*

* Aimed to provide opportunities for the youth to achieve in today’s society and built on the principles of youth development, leadership and service.
* Established organization on the University of Illinois campus to provide supportive services to the community of Champaign-Urbana.

**Certifications**

* Building Material Certification
* Forklift Certification **March 2018**

**Skills**

* **MS Office** (Word, **Excel**, **Outlook**, **PowerPoint**, OneNote, Access)
* **Google Drive** (Docs, Sheets, Slides, Forms)
* **Presentations/Slideshows** (PowerPoint, Google Slides)

References

**Dayton Freight Lines**

Saul Archuleta

MDW Operation Manager

16911 Enterprise Dr.

Crest Hill, IL 60403

Telephone: (708) 228-8163

Mike O’Neal

MDW Terminal Manager

16911 Enterprise Dr.

Crest Hill, IL 60403

Telephone: (708) 656-3025