

# Tyrone Parks

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## Objective

I am a dedicated customer service representative motivated to maintain customer satisfaction and contribute to company success. Proven ability to establish rapport with clients. Reliable and driven, with strong time management and prioritization abilities.

## Education

Westwood College |Online | 2015

Major: Criminal Justice

- Non graduate

Stone Wall Jackson High School| Alexandria, VA.

High School Diploma | 2006

*Actively involved in the following:*

- Peer Mediation: Observed other peers and school counselors mediate student conflicts coming to mutual understanding and agreements.
- Volunteer work with various assisted living facilities.

## Skills & Abilities

- Attention to detail excellent planning, organization, and time management.
- Communicate effectively with executives, staff, and customers.
- Knowledge Of Microsoft Office.

## Work Experience

### **HOUSEMAN | SPRINGHILL SUITES | ORLANDO, FL | JULY 2019- MARCH -2020**

- Assisting housekeepers with removing linen
- Restocking linen closets for the next business day Restocking housekeeper's carts for the next business day
- Cleaning hotel by guidelines
- Taking out all trash
- Assisting guest as service
- Cleaning walls and floors

**DELIVERY DRIVER | ADVANCE AUTO PARTS| ALEXANDRIA, VA |JUN 2016-AUG 2017**

- Deliver auto parts too stores and guest
- Get signed signatures from customers for every delivery made
- Pull up receiving invoice deliveries/ Print out forms for delivery
- Stock store inventory
- Check/ Clean assigned delivery car every morning for damages, oil, and to make sure everything in the car and on the car is in proper working conditions
- Keep company gas card to keep deliver car gassed up at all times when gas is getting low and return to boss at the end of shift

**TEACHER'S ASSISTANT | PRIVATE DAYCARE| ALEXANDRIA, VA |MAY 2014-JUNE 2016**

- Assist in implementing age appropriate curriculum in the classroom.
- Assist in creating lesson plans as well as newsletters and calendars.
- Work with children individually or in small groups.
- Assist in classroom management.
- Complete daily administrative tasks.

**Houseman | Best Western Old Colony Inn |Alexandria, VA| May 2014- Jan. 2015**

- Cleaning all public restrooms according to Best Westerns standards.
- Steam cleaning guest rooms carpets and hallways
- Assisting housekeepers with removing linen
- Restocking linen closets for the next business day Restocking housekeeper's carts for the next business day (soaps, shampoos, conditioners) Helping manager with weddings, banquets, and event setups Vacuuming floors and assuring the hotel was properly clean.

**Overnight Stocker| Target| Alexandria, VA|Nov 2011-Jun 2013**

- Unload pallets off of the truck
- Lined up boxes for unpacking
- Ensured all boxes were placed in proper aisles
- Restocked all shelves for customers purchases
- Cleaned and placed all boxes into trash compactor.

**References :**

Ms. Melaka Johnson Supervisor 202-864-9587

Mr. Charles Mosely Co-Worker 410-982-5834

Ms. Kim Davis Manager 571-552-8216

Ms. Desiree Mercado Co-Worker 518-857-7789

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