

# JEFFREY TAPP

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**Motivated, hard working and very dependable, 25 years experience in work force, exceptional at working under pressure. Can prove to be asset.**

## EXPERIENCE

**2017 – 2025**

**Manager| Benson Auto Parts| Ontario, CA**

Manage inventory levels, ordering and organizing. Staff management: hire, train, and supervise parts department including sales staff. Provide great customer service ensuring a positive customer experience. Manage financial aspects monitoring sales, parts department budgets also ensuring department is profitable. Maintain supplier relations, negotiating prices and ensuring timely delivery of parts. Providing clear communications with other departments and customers. Participate in sales meetings, create sales goals and outline sales routes.

**2006 – 2017**

**Customer Service Clerk / Warehouse Sorter | United Parcel Service | Ontario, CA**

Provide excellent customer service, handling inquiries, resolving issues, and assisting customers with shipping and delivery needs. Unload trailers, load package cars by routing chart, Sort freight by postal code on conveyor belt, Maintain cleanliness of vehicles.

**2000 – 2006**

**Grocery Clerk| Bissonnette Your Independent Grocer| Ontario, CA**

Obtain articles for customers from shelf or stockroom. Unpack products received by store and count, weigh or sort items, Stock shelves and display areas. Perform general cleaning duties (i.e. sweeping, mopping floors). Provide great customer service direct customers to location of articles sought. Receive shipments and enter stock orders.

## EDUCATION

- Completion of secondary education

## SKILLS

- Exceptional communication
- Collaborating
- Adaptability
- Problem Solving
- Team Player
- Excellent computer knowledge

**References available upon request**