

trevorccoffey@gmail.com

346-246-5045

Cypress, TX 77429

Skills

- Team Collaboration
- Adaptability
- Eager to learn
- Maintenance and repair
- Problem solving
- Inventory Staging
- Microsoft Office
- Relationship Building

Education And Training

08/2021

Associate of Science:

Lonestar Community College

University Park, Tomball, TX

Some College (No Degree):

Mechanical Engineering

Lamar University

Beaumont, TX

Trevor Coffey

Summary

I believe that it is wrong to say "that's not in my job description." I am a motivated, eager team-player with excellent time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills, I would like to join your organization to support and facilitate company growth.

Experience

Dillard's - Dock Associate

Houston, TX

12/2022 - Current

- Maintained smooth dock operations in deadline-driven environments
- Daily maintenance checks, notifying building manager of needed repairs to maintain public and employee safety
 - Performed maintenance tasks such as changing light bulbs, spot mopping corridors, painting and other cosmetic improvements, and other duties as requested
- Monitored building security and safety by locking doors or avoiding hazards.
- Ensured company inventory was protected by:
 - Maintaining and organizing storage areas
 - Prepare and load various size freight into semi-trailers
 - Arrange stock in line with storage guidelines and moved out for shipment or floor sales
 - Positioned lifting devices and transported materials, pallets, etc. to designated areas
 - Inspect cargo for damages, irregularities and incorrect information
- Provided enhanced health and safety measures by:
 - Removing obstructions from entryways and transported packages to correct locations
 - Preparing and applying cleaning solutions to disinfect various surfaces throughout the store
 - Monitor and report supply levels to ensure daily cleaning tasks can be completed
 - Cleaned entrance area glass doors and other surfaces to remove fingerprints and dirt
- Relocating furniture, equipment and supplies manually or with hand truck assistance
- Kept interior and exterior of buildings clean, safe and welcoming.

Dillard's - Dock Associate

Houston, TX

07/2019 - 08/2021

Santikos Theatres/Regal Cinemas - Floor Staff

Tomball, TX

05/2015 - 07/2017

- Provided positive, professional and polite support for sales and service needs
- Itemized and totaled customer merchandise selection at checkout counter with cash register
- Developed knowledge about products and sales items to answer customer questions
- Provided information to customers concerning sales, promotions and store policies
- Stocked merchandise pulled from backroom to keep shelves in stock with proper inventory