



TAYLOR M PASS

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PROFESSIONAL SUMMARY

Drives small trucks or vans from distribution centers or stores to deliver goods. Responsible individual with strong commitment to safety and deep knowledge of vehicle maintenance. Works harmoniously and communicates clearly and concisely with dispatchers and customers.

Experienced working in challenging environments. Excited about opportunity to take next career step.

Stays on top of demands in fast-paced environments by effectively using slow periods. Maintains organized, clean, and safe work areas with diligent attention to important details.

Skilled at completing daily assignments and contributing to team success. Always willing to take on any task. Adapts quickly to new needs and policies.

Reliable candidate ready to take on challenges using problem-solving and task prioritization skills to help team succeed.

Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hardworking, ethical and detail-oriented.

SKILLS

- Payment Collection
- Positive Attitude
- Heavy Lifting
- Customer Service
- Stocking and Inventory
- Time Management Skills
- Valid Driver's License
- Database Management
- Complex Problem-Solving
- Safe Driver Training
- Attention to Detail
- Order Verification
- Teamwork and Collaboration
- Documentation and Reporting
- Time Management
- Good Driving Record

EXPERIENCE

Delivery Driver

October 2023 - Current

Lanier Tire and Wheel | Cumming, GA

- Secured loads in vehicle, distributing weight safely.
- Drove safely in adherence with state and federal laws.
- Collected and recorded customer payments with accuracy.
- Delivered highest level of service to satisfy and retain customers.
- Lifted boxes weighing up to 50lbs repeatedly throughout shifts.
- Alerted management to serious issues with customer deliveries, vehicle maintenance concerns and paperwork problems.
- Cleaned and maintained delivery vehicle to meet professional standards.
- Loaded packages safely to minimize damage or reduce injury.

- Adhered to delivery instructions to properly collect and deliver products.
- Maintained accurate customer records, sales receipts and transportation logs.
- Operated company vehicles to pick up and deliver products.

Office Assistant

August 2023 - September 2023

Christian Brothers Automotive | Cumming , GA

- Navigated highly stressful situations with ease to support office workflow.
- Prepared letters, invoices and contract language to correspond with clients and vendors.
- Greeted visitors at reception, answering questions and providing direction.
- Organized and maintained office files for easy retrieval.
- Maintained confidentiality and discretion working with sensitive material.
- Input large volumes of data to meet accuracy requirements.
- Ordered office supplies to prevent items being fully depleted.
- Prioritized tasks independently to best support office needs.
- Assisted staff with resources and paperwork to complete assignments.
- Scanned, indexed and stored records to manage filing system.
- Delivered messages and ran errands for office staff.
- Created and maintained databases for organizing and managing information.
- Maintained accurate accounting records, inputting new invoices, and payments into [Software].
- Answered email and mail correspondence on behalf of personnel.
- Scheduled appointments, meetings, and events in comprehensive master calendar.

Scan Operator

August 2021 - May 2023

Andean Chevrolet | Dawsonville, Ga

- Oversaw machine operation to verify functionality.
- Coordinated machine setup and made adjustments to regulate speed, ink flow, focus and number of copies.
- Loaded or replenished blank paper, film, or other materials.
- Identified and resolved office equipment malfunctions.
- Managed handling of original documents, transporting to feed trays or camera tables.
- Calculated charges for services rendered and processed payments.
- Proofed completed work, sorting and assembling documents according to job orders.
- Recorded production data to document production delays, outputs and materials used.
- Read job orders to determine type of work to be done, quantities to be produced and materials needed.
- Collaborated positively with peers and other staff members to maintain friendly, supportive, and cooperative work atmosphere.
- Performed manual labor tasks to detailed instructions from supervisors.
- Documented, researched and resolved customer service issues.
- Kept work and common areas neat and organized to maximize productivity, alleviate potential accidents and promote professional workspace.

- Organized files and records and handled other support tasks, freeing up managers to take on more pressing responsibilities.

Caregiver

October 2020 - July 2021

Oaks at Hampton Assisted Living | Cumming, GA

- Offered care and companionship to homebound clients with mental or physical limitations.
- Empowered residents to complete tasks within individual capacity.
- Performed basic housekeeping tasks for safe living environment.
- Carried out laundry and shopping tasks for service users.
- Reported changes in physical, mental and emotional conditions to nursing staff.
- Communicated clearly with residents, family members and other caregivers.
- Helped patients move safely in and out of beds and wheelchairs.
- Kept client and family members informed about care plans.
- Prepared meals to meet client nutritional needs.
- Established positive routines to support mental wellbeing.
- Bathed, dressed and groomed clients to help service users maintain good hygiene practices.
- Checked on residents multiple times throughout shift.
- Supported patients to continue participating in daily living activities.
- Taught family members and caregivers how to manage short- and long-term care needs.

Dental Assistant

April 2019 - September 2020

North Cumming Dentistry | Cumming, Ga

- Reviewed pre-operative and post-operative instructions with parent or guardian of patient.
- Fabricated temporary restorations or custom impressions from preliminary impressions.
- Managed smooth patient hand-offs between administrative and medical personnel.
- Set up schedules to coordinate smooth patient flow.
- Supported dentists and hygienists with expert chair-side clinical assistance.
- Greeted patients in waiting area and escorted to operatory.
- Prepared compounds and supplies for temporary dental applications.
- Retracted patient's cheeks and tongue during dental examinations.
- Prepared stations for routine check-ups and specialized procedures.
- Helped evaluate patients and document current dental symptoms.
- Kept records updated and accurate with patient personal, insurance and dental history information.
- Performed preventive maintenance on dental equipment.
- Set up instruments, materials and equipment necessary for each procedure.
- Completed dental x-rays, carefully following safety procedures and processing images.
- Documented dental care services with careful charting in patient records.
- Took patient impressions to create accurate dental devices.

- Maintained accurate inventory of supplies and materials, reporting low stock to relevant persons.

Assistant Teacher

April 2018 - August 2018

Chars Family Daycare | Dawsonville, GA

- Monitored children and continually modeled good decision-making.
- Created warm and welcoming learning environment supporting emotional, academic and social growth and development.
- Formed positive, trusting and nurturing relationships with children.
- Partnered with teaching staff to achieve learning goals and engagement.
- Provided verbal recognition and acceptance to children while outlining clear and consistent expectations for behavior.
- Attended staff meetings and recommended training programs.
- Established and maintained positive and productive relationships with families to support child's growth and development.
- Helped with classroom activities, mealtimes and implementation of developmentally appropriate lesson plans.
- Performed light maintenance and housekeeping duties of classroom, common-use areas, and playgrounds.
- Encouraged parents and caregivers to take active role in academic progress.
- Fostered attractive, well-kept classroom to encourage children to create, explore and make decisions with confidence.
- Supported lead teacher in carrying out daily lessons.
- Partnered with colleagues to identify and implement strategies to improve student learning outcomes.
- Engaged bored students with hands-on, immersive activities.

EDUCATION

High School

May 2019

Mountain Education High School, Dawsonville GA