

# Clarence Tolson

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To obtain a position that will challenge me, utilize my personal and professional skills. While maintaining my core values.

Willing to relocate: Anywhere

## Work Experience

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### Control Center Technician

In direct contact with HQ  
2016 to Present

- Creating work throughout the day for Team Members
- Updating the building on the work progress
- Monitoring the freight that's coming in and out the building.
- Involved with flexing Team Members around.
- In direct contact with HQ.
- Managing 30+ Team members
- Problem Solver
- Communicating with upper management
- The ability to partner with my peers to complete a project in a timely fashion.

### Sales Manager

American Mattress - DeKalb, IL  
May 2006 to April 2019

American Mattress

- Confidence to sale mattresses to potential customers
- Manage a store by myself
- Making sure opening and closing reports are completed
- Familiarize myself with the product.
- Problem Solver
- Working without supervision

### Warehouse Worker

Target Distribution Center  
2006 to 2010

MBP A2

- Helped maintain a safe work environment.
- Contribute to a positive, respectful, fast fun and friendly atmosphere for all team members.
- Trained new team members.
- Worked without close supervision.
- Demonstrated good attendance and punctuality
- Experienced in navigating teams through changing business environments.

- Experienced in feeding 6 or more packing mods.
  - Was able to pull and store freight proficiently and safely.
  - Became knowledgeable with the M&M roll
  - Crossed trained in E&F, Outbound, Warehousing and Inbound
- 2010-2015 Inbound B1
- Accepted an Art captain Roll.
  - Continue to help train new team members.
  - Participated in the Halloween project.
  - Became an Inbound backup clerical.
  - Became an Emergency Response Team member (ERT).
  - Capable of handling fast paced conditions
  - Able to change directions quickly.
  - Good organizational skills.
  - Able to communicate clearly and effectively.
  - Good Problem-solving decision making skills.

## Education

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### **Keller Williams Real Estate School in Real Estate Agent**

Keller Williams - Barrington, IL

March 2022 to Present

### **Bachelor's in Business**

University of Phoenix-Online Campus - Phoenix, AZ

May 2017 to Present

### **Certificate in Pc Technician**

Kishwaukee College

2014

### **Associates Degree in Computer Science**

Kishwaukee College

2006

### **High School Diploma**

Hyde Park Career Academy

2003

## Skills

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- C+ (Less than 1 year)
- Dreamweaver (5 years)
- Microsoft Office (10+ years)
- MS OFFICE (Less than 1 year)
- SQL (Less than 1 year)
- Warehouse Distribution Experience (10+ years)

## Additional Information

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### COMPUTER SKILLS

- Proficient in Microsoft Office Suite
- C++
- Unix
- Adobe
- Dreamweaver
- SQL