

# ***Tsahai Clahar***

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## **SUMMARY**

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I have acquired a plethora of skills from the many roles bestowed to me. These dexterities have allowed me to carry out my assigned responsibilities to code and under regulated policies governed to each title. I am a motivated individual with a passionate commitment toward self-accountability and teamwork. I possess outstanding communication skills to present information in a variety of ways. As an active team member, I possess excellent organizational skills that enables me to prioritize designated workload and manage various duties simultaneously.

## **EXPERIENCE**

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### **Car Hauler**

**January 2017- Present**

C&T Transport; 8311 Navahoe Dr., Silver Springs, MD

- Securely load cars on three to eight car trailers in a safe, efficient, and timely manner.
- Transport cars across the United States.
- Communicate effectively with inspection centers, auction yards, and dealers regarding car deliveries.
- Identify potential clients and assign jobs to myself and other companies.
- Observe safety procedures and protocols while maintaining a driver log.
- Meet strict delivery deadline.

### **Short Sale Negotiator**

**December 2010- December 2016**

11414 Sutphin Blvd #A Jamaica NY 11434

- Negotiate short sale prices with banks.
- Set up appraisals with respective companies.
- Acted as the liaison between the client and the banks.
- Prepare HUD one statements, get listing agreement and third-party authorization signed, and communicate with title companies.
- Assisted with organizing closings.

### **Registry Clerk**

**April 2008- June 2010**

4-6 Trafalgar Rd, Kingston, Jamaica

- Researched no-fault insurance claims for payment on in-house systems.
- Inserted pay cards for weekly claims payments, prepared company files for reinsurance projects.
- Maintained inventory on files processed for major projects.
- Maintained and update program reports to ensure accurate information from staff and outside dept.
- Provided high level administrative work using various automated databases, Coordinated department activities.
- Acted as liaison and interacting with executives, managers, user departments, contractors and outside agencies.

## Education and Training

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Calabar High School – Kingston, Jamaica

September 2002- June 2007

➤ Diploma

## Notable Skills

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- Ability to drive multiple projects to successful completion
- Ability to work within tight timeframes and meet strict deadlines
- Competent web developer

Portfolio:

[www.portfolio-tsahai-clahar.herokuapp.com](http://www.portfolio-tsahai-clahar.herokuapp.com)

*\*References available upon request*