*TsahaiClahar*

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**SUMMARY**

I have acquired a plethora of skills from the manyroles 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 towardself-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**

**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 protocolswhile maintaining adriver log.
* Meet strict delivery deadline.

**Short Sale Negotiator December 2010- December 2016**  
11414 Sutphin Blvd #AJamaica 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 ClerkApril 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**

**Calabar High School**–Kingston, Jamaica**September 2002- June 2007**

* **Diploma**

**Vector Technology Institute**–Kingston, Jamaica**September 2007- June 2008**

* **Diploma – Computer Systems Technology**

**Notable Skills**

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

Web development skills:

* HTML
* CSS/Sass/Bootstrap
* Javascript/ jQuery
* Photoshop
* Git/GitHub

\****References available upon request***