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| A'Darius L. Ellis   |  |  | | --- | --- | |  | 615-638-9738 |  |  |  | | --- | --- | |  | ellisadarius@gmail.com |  |  |  | | --- | --- | |  | 3345 Lincoya Creek Drive, Nashville, TN 37214 |  |  | | --- | | Skills |  * Team building and leadership * Staff training * Process improvements * Data analysis * Sales * Recruiting * Event Planning * Performance optimization  |  | | --- | | Additional Information |   LEADERSHIP/VOLUNTEER EXPERIENCE  Assistant Advisor, Delta Nu Chapter of Phi Beta Sigma  May 2018 – Current   * Handles the development of our undergraduates on their duties in the fraternity * Signs off on documents dealing with recruitment and new membership * Oversees the actions of the current collegiate executive board * Meet the objectives of our Graduate Chapter President for the collegiate chapter * Monitor the grades and involvement status of the collegiate brothers   President, Delta Nu Chapter of Phi Beta Sigma  Oct 2016 -May 2018   * Served as Liaison between the Graduate and Collegiate chapters. * Oversaw the field and planning operations * Signed off documents and creates reports for the Collegiate & Graduate chapters, regional conference, and NPHC * Served as delegate for the Chapter at State, Regionals, and national conclave * Evaluated the executive board progress and make suggested impeachments to the active member Chapter   ACTIVITIES AND HONORS   * 2018 University of Memphis Fraternity and Greek Affairs: Pistos Tigreis * 2018 Charles I. Brown Collegiate Sigma Man of the Year * 2018 George Washington Carver Collegiate Education Award * 2018 Southwestern Region Scholarship Recipient * 2018 NAACP Freedom Award: Mr. Mahogany * 2018 NAACP Freedom Award: Presidential Leadership | Professional Summary  Skilled team player with diverse background. Works well independently to handle assignments and always ready to go beyond basics assignments. Quick learner with great computer abilities.  Experience  Operations/Line haul Supervisor  ABF Freight  Nashville, TN  September 2019 ‐ June 2021   * Plan, supervise, and control available resources associated with the timely, damage-free, and safe loading/unloading of freight on assigned shifts. * Maintain appropriate load plans, and ensure proper load balance for safe vehicle operation. * Assign job tasks to workers according to unloading and loading schedules. * Coordinate work assignments, and monitor performances. * Provide training, performance feedback, and disciplinary recommendations. * Provide a clean, safe working environment for all personnel and visiting customers. * Foster safe handling, loading, unloading, and storage of hazardous materials. * Work in a team setting to accomplish department goals. * Manage 85 union employees in our city, line haul, shop, and clerical operations. * Handle our inbound shipments in the city of Nashville and Bowling Green, Ky,shipment count would vary from 200 to 525 each day. * Handle inventory for our relocubes, trailers, and fuel. * Maintain and manage payroll for the linehaul drivers. * Was the supervisor replacement where I would run their operation if that person was sick or on vacation. * Train new employees on how to use the new samsara system.   Operations Supervisor  ABF Freight  Jackson, MS  November 2018 ‐ September 2019   * Observed and trained by front-line operational supervisors. * Learned new insights about the safety, maintenance, transportation and hazmat protocol. * Learned the dynamics of proactively manage ArcBest accounts. * Mastered key administrative functions, customer service, and payroll.   Management Trainee  ABF Freight  Jackson, MS  June 2018 ‐ November 2018   * Assisted the Dock supervisor in maintaining the weighing of freight. * Established and maintained effective communication with service center personnel. * Daily acted in a leadership role with other dock workers both full-time and casual. * Fully supported all technologies and processes introduced by ABF. * Other duties as assigned by Manager of Weights & Inspection.   Casual Dock Worker  ABF Freight  Memphis, TN  January 2016 ‐ June 2018   * Produce a welcoming environment through front-line reception and customer response. * Assist with program planning, implementation, evaluation and logistics of the Personal Branding and LEAD conferences. * Generate weekly newsletters for Emerging Leaders and Tiger Leadership Institute programs; post monthly activity updates to the LEAD Programs website for all program participants. * Promote recruitment and manage application process for all programs, with Leader Shape and Professional Connections as primary concerns. * Collects information from chapters regarding roster updates, new member cards, event registration forms, and initiation forms which require grade checks for approval. * Prepares forms and documents by incorporating information from readily available sources; reviews forms for completeness, consistency and accuracy. * Copies and collates materials for use in reports and presentations and/or distributes to specified parties; staples and binds materials as required.   Assistant Administrative Secretary  University of Memphis  Memphis, TN  August 2017 ‐ May 2018   * Produce a welcoming environment through front-line reception and customer response. * Assist with program planning, implementation, evaluation and logistics of the Personal Branding and LEAD conferences. * Generate weekly newsletters for Emerging Leaders and Tiger Leadership Institute programs; post monthly activity updates to the LEAD Programs website for all program participants. * Promote recruitment and manage application process for all programs, with LeaderShape and Professional Connections as primary concerns. * Collects information from chapters regarding roster updates, new member cards, event registration forms, and initiation forms which require grade checks for approval. * Prepares forms and documents by incorporating information from readily available sources; reviews forms for completeness, consistency and accuracy. * Copies and collates materials for use in reports and presentations and/or distributes to specified parties; staples and binds materials as required.   Tiger Escort Supervisor, Campus Police  University of Memphis  Memphis, TN  January 2016 ‐ May 2018   * Provide support for University of Memphis Campus Police when escorting individuals across the campus. * Provide guidance and training to new individuals. * Assist with advocacy for the employees when discussing changes dealing with Tiger Escort with the Chief and Colonel of University of Memphis Campus Police. * Assist in managing the scheduling and payroll of the employees. * Recruiting and hiring new employees.     Education  Bachelor of Science Education: Exercise & Sports Science  University of Memphis  Memphis, TN  GPA: 3.0 |

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