

Taryn Ferraro

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Skills

- Attention to detail.
- Ability to work in fast paced environment.
- Works well under pressure in a timely manor.
- Proficient in Microsoft Word and Microsoft Excel.
- Proficient in Social media platforms.
- Proficient in iOS and Mac.
- Strong organization skills.
- Communication skills both oral and written.

Professional Experience

Target Distribution Center, Amsterdam,NY

Warehouse employee, July 2021-Present

- Used strong decision making skills to lead a team of 4 -5 employees to safely and efficiently unload, palletize and prepare freight for the warehouse.
- Knowledgeable with Target's computer technology which includes memorizing codes for multiple scanner functions, as well as, dispatching trucks to deliver new freight to the work area.
- Worked efficiently while using problem solving skills in a team setting to successfully meet an accurate production requirement.
- Responsible for keeping the work area organized and clean to meet safety requirements.
- Trained in operating several types of heavy machinery.

United States Postal Service, Schenectady, NY
Letter Carrier, May 2019- July 2021

- Responsible for delivering and collecting registered and certified mail as well as parcels efficiently to a planned route including residential and business properties.
- Ability to provide a multitude of answers upon request for customers.
- Ability to work in a timely manor under stress for long hours, in any weather condition. • Trained to work under Safety guidelines while still performing tasks such as lifting over 50 lbs. • Reported unusual safety circumstances such as hazards on the route and animal sightings. • Excelled in ability to memorize names and numbers for accurate delivery.
- Selected to work alongside new hires to provide accurate training.

Mohawk Ambulance, Schenectady, NY
Dispatcher, November 2018 – May 2019

- Managed a high-volume inbound emergency call line.
- Ability to multi-task in stressful situations to ensure first responders will reach patients in a timely manner.
- Track and keep in communication with in service ambulances to ensure a fast response. • Key communication department for the company as a whole.

Maximus, Albany, NY
LDS-QC Administrator, January 2017- November 2018

- Verified data entries for accuracy and completeness for tasks to be linked to the NYSOH Marketplace.
- Answered high volume phone calls with 100% quality
- Exceeded production quota while maintaining 100% quality.
- Daily use of computer programs such as Microsoft word and excel.
- Trained and assigned on Special Projects including proximal search task because of demonstrated ability.
- Trained on Quality control for returned mail to NYSOH as well as Evidence Packets.
- Participant in the Operations Mentor and Shadow Program September 2018.
- Worked as a Subject Matter Expert in LDS-QC training classes.

Maximus, Albany, NY

HSDE-QC/ LDS Administrator, April 2016-January 2017

- Verified data entries for accuracy and completeness for tasks to be linked to the NYSOH Marketplace.
- Exceeded production quota while maintaining 100% quality.
- Trained and assigned on Special Projects including proximal search task because of demonstrated ability.
- Familiar with various LDS-QC processes and data sources including MaxE and Portal.
- Chosen as a Subject Matter Expert (SME) to assist and help new staff with questions and inquiries
- Able to point out mistakes from other departments and reporting defects and issues to my supervisor
- Adaptable and capable of staying up to date on process changes to work instructions and fast alerts via Email.

Sephora, Albany, NY

Senior Education Manager, September 2014- April 2017

- Developed and implemented monthly marketing strategies.
- Worked along side customers to help provide beauty and skin care information catered to their specific needs.
- Coordinated the weekly scheduling of staff including meetings.
- Organized events for prestige brands to meet a sales goal.
- Trained associates on market trends and new products to help excel our sales, as well as education to consumers about products.
- Oversaw inventory, weekly shipments lifting over 60 lbs., profit and the maintenance of a hygienic environment for employees and customers.

Vivid Salon, Rotterdam, NY

Salon Manager, January 2011- August 2013

- Supervised administrative functions and ensured all records, paperwork, schedules and payroll remained up to date and was filed appropriately.
- Ensured our clients were satisfied with each experience in the salon by using strong communication skills.
- Coordinated the weekly scheduling of staff including monthly meetings.
- Trained and coached employees on products to cater to our customers personal hair care needs. ● Developed realistic goals and incentives in order to motivate team performance. ● Maintained adequate supply and product stock to ensure smooth business and optimal revenue generation at all times.

Education

Mohonasen Senior High School September 2006-2010 Schenectady, NY

Paul Mitchell The School September 2010 -August 2011
Schenectady, NY

Cinema Makeup School September 2013 - April 2014
Los Angeles, CA