

Trevor Tarr

37 Roley Estates, Sullivan IL, 61951, (217)791-9644
2016ttarr@gmail.com

EDUCATION

Eastern Illinois University (Graduated 2021)

Bachelor of Science in Business, Major in Finance

EXPERIENCE

The Home Depot, Mattoon IL - Pro Account Sales Specialist

July 2021 - Present

- Build relationships with customers and contractors to further their business
- Create customer invoices and apply payment to invoices
- Learn contractor's purchasing habits
- Manage multiple contractor accounts
- Complete sales to all different types of customers
- Operate various computer systems
- Further enhance communication skills by completing sales over the phone
- Assist contractors and answer various questions
- Maintain an organized quote system
- Communicate with the delivery driver to ensure orders are correctly delivered
- Communicate with order fulfillment associates to ensure orders are ready for customers
- Solve any problems that may arise with a customer order

The Home Depot, Mattoon IL - Sales Associate

February 2017 - July 2021

- Provided great customer service
- Fork truck and reach truck certified
- Unloaded and put away trucks
- Maintained a clean and safe environment for customers
- Answered customer question in person and over the phone
- Communicated with spotters to guarantee a safe working environment

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Sullivan Civic Center, Sullivan IL - Supervisor / Lifeguard

December 2012 - February 2017

- Managed the front desk
- Maintained the safety of all people in the pool
- Signed customers up for different memberships and collected payments
- First aid and lifeguard certified
- Maintained a clean pool and front desk
- Enforced pool regulations and water safety policies
- Observed and organized the activities of swimmers

SKILLS

Critical thinking, time management, confidentiality, delegating tasks, leadership, problem solving, written and verbal communication, work ethic, organization, customer and personal service, attention to detail, and various clerical skills.