

## **Tailina Contreras**

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14420 Brandon Ct  
Woodbridge, VA 22193

### **Skills:**

Interpersonal skills	Typing speed
Time Management	Multitasking skills
Ambitious	Clerical work
Adaptability	Fluent American Sign Language
Positive Attitude	
Proficient with all Microsoft applications	

### **Experience:**

General Merchandise Expert, December 2018-present

#### **Target, Springfield, VA**

- Unloading boxes and pallets from the truck, sorting on the line and putting freight onto u-boats, flats, pallets; then afterwards pushing products to the floor and stocking the shelves.
- Receiving the deliveries, unpack boxes, replenishment, arrange merchandise on shelves and racks; use technology to read instructions and enter information to move merchandise effectively and safely to the store departments.
- Back stock and reorganize products on the sale floor.
- Pick up customers' orders.
- Lift 40 pounds repetitively and assist with heavy merchandise lifts.
- Resolve guest questions quickly on the spot.
- Work both independently and with a team.
- Attention to details and able follow multi-step process
- Reorganized products on aisles to ensure accuracy and neatness.

Seasonal Warehouse Team Member

**Amazon, Springfield, VA**, August 2020-November 2020

- Sort, scan, and stow packages to place them into a bar-coded shelf location.

Sales Associate

**Gap Outlet, Alexandria, VA**, February 2018-July 2019

- Assist customers in finding items to ensure customer satisfaction.
- Maintain department recovery standards, including go-backs from fitting rooms to the sales floor.
- Help with price markdowns and changes for merchandise on the shelves and racks.
- Assist in replenishment of backroom for transition to the sales floor.
- Keep the store tidy and clean in order to make sure the items are noticeable.

American Sign Language Instructor, August 2011-March 2012

**Tri-County GLAD, Ventura, CA**

- Taught ASL to hearing parents of the deaf children.
- Facilitated communication workshops.
- Developed purpose and content of the workshops with the Communication Coordinator.

### **Education:**

Rio Mesa High School, Oxnard, CA  
June 2001, Diploma

Oxnard Community College, Oxnard, CA- 57 credits  
Completed certification in Administrative Assistant, 2003

Gallaudet University, Washington, DC  
Major: Social Work, expected May 2016

### **Community Service:**

- Co-Chairperson for Latino Deaf and Hard of Hearing Association of the Metropolitan DC Area, Inc's 12th Annual Holiday 2017, worked closely with the Executive Board and clearly communicated with community members. Planning and booking a venue, selecting entertainment and catering, theme decorations, and collecting supplies. Promoting, sending confirmation and reminders of the

event on social media and email invites.

- Volunteer for Latino Deaf and Hard of Hearing Association of the Metropolitan DC Area, Inc's 11th Annual Holiday 2016 to collect cash and check admission tickets, and assign volunteers to assist with extra tasks.
- Volunteered as head counter and badge check, director and timekeeper at National Training Conference 2013 under Deaf and Hard of Hearing in Government.
- Volunteered as Usher for "Real Women, Real Beauty" in Andrew Foster Auditorium at Gallaudet University.
- Volunteered with 8 deaf children at middle school, did the paintings on canvas with "Say No to Drugs" for Ventura County Behavioral Health Clinic and Ventura Tri-County GLAD.