

Darrin Taylor

Wabash, IN 46992

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Authorized to work in the US for any employer

Work Experience

Career Coach

Arc of Wabash County - Wabash, IN

April 2017 to Present

Work with special needs adults, teaching job skills , life skills, helping clients achieve goals that they have set for themselves, keeping track of parts that the clients have finished and keeping accurate paperwork. Also keeping track of inventory.

I am currently CPR and First Aid certified and I have a For Hire certification.

Machine Operator

Living Essentials - Wabash, IN

May 2016 to March 2017

Responsible for operating one of three machines on the protein energy drink line of production. I maintain the highest quality control to ensure a quality drink mix.

Houseparent/Night Watchman

White's Residential - Wabash, IN

January 2010 to May 2016

Responsibilities

Mentoring students while supervising up to 15 girls. Help to make sure students accomplish what they need to while at White's. Maintain a consistent routine in the cottage. Med inventory and documentation that students received their meds. Room checks on students to ensure that they are safe and ok. Helping day staff complete whatever they may have not been able to get done.

Accomplishments

Developing positive relationships with students while at this position when my wife and I were house parents and as a night watchman. I still have contact with several students that have been released since I was a houseparent. Whether it is talking on the phone, visiting at their home, on Facebook or texting.

Skills Used

Mentoring students. Positive interactions, de-escalation communication, listening.

Sales Associate/Customer Service Counter/Inside Sales

Wabash Electric Supply - Wabash, IN

February 1995 to January 2010

Responsibilities

Helped customers that came into store. Occasionally took customers orders over the phone while working at the customer service counter. Filled orders to be delivered. Stocked shelves. Ordered some of the stores supplies.

I worked for 2 years in inside sales. I worked directly with customers over the phone and helped our outside sales team with customer orders as well.

Accomplishments

Had positive interactions with many customers and coworkers on a daily basis. I made sure that the customers received the parts they were needing, if we could supply them. I also ensured that the customers orders were correctly filled and in a timely manner.

Skills Used

Communication with customers and coworkers. Used computer on a regular basis to order parts, search for parts, talk to vendors and at times to communicate with customers and coworkers.

Assistant Manager

Crystal Flash - Wabash, IN

June 1989 to January 1995

Responsibilities

Checked employees documentation of shifts paperwork. Verified that money totals were correct for each shift. Deposited money in bank. Ordered inventory for store. Completed a daily inventory. Checked in freight that was delivered. Stocked shelves. Checked for outdated merchandise. Helped customers.

Accomplishments

Had positive interactions with many customers and coworkers on a daily basis. Ensured that store operations were done correctly.

Skills Used

Communication with customers, coworkers and vendors. Basic math and cash register operation.

Education

Diploma

Wabash High School - Wabash, IN

1986 to 1989