

# Donald Chavis

5089 Hablow Lane, North Port, FL 34286

Phone: (973) 725-2376

Email: dchavis80@gmail.com

## Objective

To secure a career wherein I can utilize my leadership, communication skills to enhance and strengthen the company's operations.

## Ability Summary

- Leadership skills
- Excellent communication skills
- Good computers skills i.e. Microsoft Word, Power Point and Excel

## Employment History

07/2015 - 09/2021 Supervised (Peer Mentors)

JFCS, Sarasota, FL

Counseling of Veterans:

- Assisted the veteran with community resources Good Will and Salvation Army (Medical and benefits and shelter)
- Assisted the veteran with employment service
- Attended community meeting to assist veterans
- Assisted veterans with budgeting
- Assisted veteran with locating food pantries
- Assisted veterans in locating housing/shelter
- Assisted in securing transportation
- Assisted veteran in getting financial resources for utilities and rental assistance

11/1999 - 11/2014 Security Supervisor

United Parcel Service, Atlanta, GA

- Managed UPS employees and time card processing
- Provided intense security for accounts totaling \$80,000,000.00 million dollars in merchandise that passed through the various facilities annually
- Supervised and Trained new hires on UPS Policy and Procedures
- Investigated thefts/loss of customer merchandise
- Conducted intense annual audits company wide

- Conducted shipper visits for major corporate accounts
- Conducted security audits to reduce thefts
- Conducted inspections proper packaging procedures
- Conducted package car inspection
- Conducted toad quality audits for incoming/outgoing trailers
- Conducted guard audits to make sure trailers were process properly

## Education and Training

General High School Curriculum

High School Diploma

Weequahic HS, Newark, NJ

06/1983

Criminal Justice

No degree provided

Maryland University, FL

## Honors and Activities

Letter of Appreciation, Good Conduct medal, Sea Service Deployment Ribbons

## Additional Information

Military Experience

1978 to 1983- United States Marine Corp

- Communication Center Specialist Clerk
- Radio Operator