

JACK JEFFERSON
123 Any Street
Any City, State 55555

(213) 555-1234
Cellular/Messages: (213) 777-5678
e-mail: JackJefferson@earthlink.net

A multi-talented maintenance and warehouse individual with 19 years' experience in the grocery industry, seeking a new challenge in maintenance, stocking, inventory control, security, dispatching and scheduling. A highly reliable team player with an interest to learn and contribute. Skilled in handling emergencies and working under pressure.

EXPERIENCE

Safeway Markets, Inc., Fontana, California

1996-2007

Grocery Clerk/Maintenance Foreman/Store Porter

Began as a Store Porter and was subsequently promoted to Grocery Clerk. Responsibilities included maintenance of a 52,000 square foot grocery store with 2,000 stocking units.

- Supervised five porters on two shifts. Participated in the cleaning of more than 40 company stores throughout the Southland.
- During eleven years learned and used all types of cleaning and floor polishing equipment and materials.
- Handled multiple assignments, including maintenance, shelf stocking, inventory control of supplies, and purchasing of clean equipment.
- Trained more than 25 people in store cleaning for all company stores.
- Chauffeured staff to different locations on cleaning and maintenance assignments.
- Directed Porters in carrying out their duties and reported to the Store Manager and Maintenance Supervisor.
- Recruited maintenance staff and performed Porter performance reviews.
- Assisted the Human Resources Director in resolving any personnel problems that arose.
- Received outstanding reviews from individual Store Managers on the quality of work performed.
- Suggested better methods of scheduling maintenance crews, saving time and costs.
- Maintained excellent relations with store customers and employees while maintenance was being performed.
- Directed maintenance operations for remodeled and new stores in preparation for opening.

Pharmaceutical Company, Inc., Irvine, California

1995-1996

Telephone Sales, Shipping and Receiving

Sold telephone sets, vitamins, clocks and luggage by telemarketing. Trained three other sales staff. Picked up merchandise for stocking against orders.

Temporary Agencies, New York, New York

1993-1995

Teller – temporary assignments at Chase Manhattan Bank and Citibank

Dannon Corporation, Long Island, New York

1989-1993

Machine Operator

Produced cups in high volume for Dannon Yogurt Products.

JACK JEFFERSON

Page Two

Security Guards, Inc., New York, New York

1988-1989

Office Clerk

Secured entry of people into the World Trade Center.

EDUCATION

Los Angeles Community College, Los Angeles, California

Three semesters – business courses

Queens Business School, New York, New York

Associate of Arts Certificate in Data Processing Technology

Western High School, Brooklyn, New York

Academic Diploma