

**JACK JEFFERSON**  
123 Any Street  
Any City, State 55555

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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.

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**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**