

# Anderson Garrett

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## OBJECTIVE:

### SUMMARY OF QUALIFICATIONS:

- Highly skilled communicator both verbally and in writing
- Detail oriented, highly organized, able to multitask
- Demonstrated leadership skills with the ability to train, ensure, and foster others
- Identify safety and hazards and act accordingly, Strong ability to grasp, lift and pull over to 75 pounds
- Skilled in conflict resolution, balancing workloads, and performing effectively under challenging conditions
- Proven leadership abilities with a diverse work group and skilled in working as part of a collaborative team

### EMPLOYMENT HISTORY

**St. Vincent de Paul, San Francisco, CA**

November 2012-Present

Volunteer - Food Preparation, Kitchen Helper

**Sierra Inc., San Francisco, CA**

April 2010- June 2011

Customer Service/Warehouse Associate

- Generated sales opportunities for sales team via targeted outreach
- Assisted customers with sales and met or exceeded with sales and promotional goals
- Reviewed all inventory transactions documents, reconciled paperwork and resolved any discrepancies.
- Provided support to operations, sales and management
- Ensured proper inventory controls were in place and maintained.

**Hurley Hotel, San Francisco, CA**

January 2009 - February 2010

Assistant Maintenance Manager

- Promoted to Assistant Manager after seven months
- Properly executed established maintenance plan in a safe and timely manner.
- Identified and/or corrected potentially hazardous conditions.
- Planned, structured and organized a productive, capable and skillful maintenance team of over 100 maintenance associates
- Interfaced daily with peers to ensure in-house, contracted services were delivered in accordance to contract requirements

**Bay Ship & Yacht, Oakland, CA**

March 2008-January 2009

Maintenance/Laborer

- Painted surfaces of ships using spray-painting equipment and utilized surface preparation and painting techniques
- Inspected ships to be painted for body repair, prepping and/or buffing defect
- Mixed specified color using standard formulas or color charts
- Sanded, masked, blended, and polished finished to match surrounding areas
- Used a brush and applied or retouched paint as necessary
- Perform cleaning duties as assigned by manager or supervisor

**UPS, San Francisco, CA**

August 2006-December 2007

Package Handler

- Continual lifting, lowering and sliding packages that typically weighed 25 - 70 lbs.
- Received incoming shipments of merchandise and sorted merchandise in proper locations
- Filled customer orders, assembled orders for pickup for loading in delivery trucks

**CalNeva Casino, Reno, NV**

January 2003-December 2005

Host/Busser

- Engaged in friendly conversation while seating guests in a timely fashion
- Managed restaurant waiting list during high volume to accurately set guest expectations
- Cleaned and set tables to restaurant standards.

### EDUCATION:

Arriba Juntos, San Francisco, CA.

Automated Office Skills Training

Candidate

El Cerrito High School, El Cerrito, CA.

High School Diploma

1991

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Dear Hiring Manager:

This letter is to express my intent to apply for a position with your company; my resume is attached for your review. I am highly energetic and motivated with a strong work ethic. I have a diverse background ranging from both FOH and BOH restaurant positions to warehouse shipping and receiving. I am confident that my skills and experience can be used to meet your company's immediate and long-term needs.

I am a versatile and analytical thinker with strong interpersonal skills. I also have extensive experience working successfully with the public, and enjoy providing excellent customer service.

I am certain that my 10 years of experience in the workforce will enable me to fulfill your expectations. My skills and experience include but are not limited to:

- Ability to provide highest level of customer service and satisfaction
- Excellent communication and interpersonal skills
- Supervisory experience
- Physically fit with the ability to repeatedly lift and maneuver heavy objects
- Strong leadership skills

Based on your company's requirements for hire, I believe that I am an excellent candidate. I can be reached any time on my cellular phone to arrange an interview at a mutually convenient date and time. I look forward to an opportunity to speak with you further in person and eagerly await hearing from you.

Sincerely,

Anderson Garrett