

## **Timothy Davis III**

25800 Industrial BLVD #J187

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### **Professional Profile**

I am an experienced hard worker looking for a challenging, demanding and fulfilling employment opportunity. I'm familiar with what is required: ability to plan, direct, and coordinate. I'd like to do that for your company.

### **Qualifications Summary**

- ◆ Well organized
- ◆ Team building
- ◆ Leadership
- ◆ Self-motivated
- ◆ Team Player
- ◆ Excel under pressure
- ◆ Problem solving
- ◆ Customer Relations
- ◆ Inventory management

### **Career History**

Soiree Valet

2012 to Current

#### **Parking Attendant**

Often represent the first point of contact for guests at Stanford medical facility. Able to drive vehicles with standard and automatic transmissions safely, while performing an inspection on all vehicles at all times. Increase parking capacity through use of with space management, valet and tandem parking. Provide traffic control, direction and answer queries from the guests excelling in customer service. Assist guests with loading or unloading bags or packages into vehicles when necessary.

Secret Garden, LLC

2010 to 2012

#### **Creative Consultant**

Responsible for managing and developing research studies pertaining to online dating. Applied my imaginative and creative skills to develop a theme, layout, content outline and requirements for launching an online dating website. Arranged photo shoot, purchasing costumes, hiring a photographer, models, and determining site location.

City of San Jose, Mineta International Airport

1998 to 2010

#### **Custodial Maintenance**

Thorough knowledge of methods of maintaining, cleaning and preserving a variety of surfaces. Great knowledge of the proper use of a wide range of chemicals according to state and federal regulations. Excellent knowledge of handling and disposing of hazardous materials and blood borne pathogens with care. Exceptional ability to perform physical activities, such as, but not limited to, lifting heavy items (up to 75 lbs. unassisted), bending, standing, climbing or walking. Profound ability to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Trained to use all custodial and maintenance equipment, such as; snaking sinks & toilets, changing batteries and light fixtures. Uncommon ability to establish and maintain positive working relationships with the San Jose Mineta International Airport personnel and customers.

Golden Neo Life Diamante

1995 to 1998

#### **Warehouse Assistance**

Responsible for collecting special orders, vendor purchase orders, customer returns inventory lookups. Generated replenishment tasks. Ensure completion of work orders within shift. Resolved common issues or discrepancies on daily basis. Organizing and processing customer orders ensuring truck departure timelines are met. Accountable for routine picking, receiving, shipping and packing functions in accordance with established work processes. Operated material handling equipment as necessary. Lifted materials and boxes moving in and out of department. Maintained operating equipment and work area. Processed outbound orders.

# **Timothy Davis III**

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## **Education**

- ◆ High School Diploma Yerba Buena High School San Jose, Ca.

\*References furnished upon request

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