

Reginald E. Smith

**512 S. Main Street, #309
Los Angeles, CA 90013**

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SKILLS – SUMMARY

- Performed interior and exterior building janitorial and maintenance
- Experienced in warehousing and material handling
- Did fine automobile detailing
- Provided excellent customer service
- Worked from written and verbal instructions, individually or as part of a team

SKILLS – DETAILS

Maintenance / Custodial

- Maintained school buildings in clean, neat, and attractive condition
- Responsible for unlocking and locking building and general building security
- Assisted with set-up and take-down for special events
- Cleaned offices, lobbies, hallways, and restrooms; restocked supplies as needed
- Stripped, waxed, and buffed hard floors; spot cleaned and shampooed carpets
- Maintained appearance of building exteriors, including planting, trimming, and mowing
- Did electrical and plumbing repairs and painting, carpentry, and hanging drywall
- Washed and detailed automobiles; delivered cars to customers; chauffeured customers between dealership and LAX

Warehousing / Shipping – Receiving

- Operated forklift and pallet jack safely and efficiently
- Loaded and unloaded freight and delivery trucks; moved goods to assigned storage area
- Used handheld scanner to check materials against invoice; inspected goods for damage
- Pulled, packed, and palletized orders; wrapped pallets using skin packaging machine
- Attached barcode stickers, tags, and labels to shipments

EMPLOYMENT HISTORY

Chrysalis, Los Angeles, CA
Street Maintenance

January 2012 till present.

Mattel Corp., El Segundo, CA
Warehouse Worker

2003, 2004, 2005
(seasonal employment, 3 years)

Santa Monica High School District, Santa Monica, CA
Custodian

2003 - 2006

Budget Rent-A-Car, West Hollywood, CA
Auto Detailer / Customer Pick Up and Drop Off

1999 – 2003

EDUCATION

George Washington Preparatory High School,
High School Diploma

Los Angeles, CA

El Camino Junior College,
A.A. Level Courses

Torrance, CA

Excellent References Available Upon Request