

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 <i>Street Maintenance</i>	January 2012 till present.
Mattel Corp., El Segundo, CA <i>Warehouse Worker</i>	2003, 2004, 2005 (seasonal employment, 3 years)
Santa Monica High School District, Santa Monica, CA <i>Custodian</i>	2003 - 2006
Budget Rent-A-Car, West Hollywood, CA <i>Auto Detailer / Customer Pick Up and Drop Off</i>	1999 – 2003

EDUCATION

George Washington Preparatory High School, <i>High School Diploma</i>	Los Angeles, CA
El Camino Junior College, <i>A.A. Level Courses</i>	Torrance, CA

Excellent References Available Upon Request