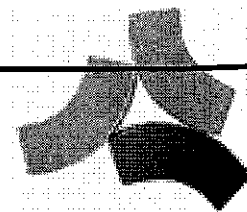


Runadio M. Jordan

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2551 San Pablo Ave.
Oakland, CA 94612



Professional Profile

Customer service professional with several years experience interacting with the public. Highly qualified in service-based, hospitality positions requiring an emphasis on customer satisfaction in a fast-paced environment. Strong team player and leader. A proven and verifiable record for utilizing strong technical and interpersonal skills to enhance organizational efficiency and profitability. Committed to quality performance with an ability to learn new procedures quickly.

Career Achievements

- Demonstrated ability to meet the needs of patrons, dependable, hard working, reliable, and punctual.
- Recognized for long hours, commitment to customers, attention to detail, professionalism, and follow-up.
- Use clear, concise communication skills in conjunction with organizational skills to perform daily duties.
- Work well as a team member or independently.
- Met or exceeded all performance goals to date.
- Resourceful, energetic, competent, multi-task and results-oriented.
- Commended for dedicated work ethic and rewarded by steady promotions and training in all aspects of work.

Experience

Construction Laborer - *Labor Ready* . Oakland, CA 2008 - Present

- Selected needed tools, equipment, and materials from storage and transported items to current work site
- Carried and handtrucked supplies to work stations
- Washed machines, equipment, vehicles and products used to complete project
- Held plumb bobs, sighting rods, and other equipment to aid in establishing reference points and lines
- Erected scaffolding, shoring, and braces

Laborer - *Storage Mart.* Oakland, CA 2013 - 2013

- Tended pumps, compressors, and generators to provide power for tools, machinery, and equipment and to heat and move materials such as asphalt
- Lubricated, cleaned, and repaired machinery, equipment, and tools
- Mixed ingredients to create compounds, used to cover and clean surfaces
- Loaded and unloaded trucks and hauled and hoists materials
- Erected and disassembled scaffolding, shoring, braces, and other temporary structures

Package Handler - *GSO.* Oakland, CA 2013 - Present

- Sorted letters and packages into sacks and bins, and placed identifying tags on sacks and bins, according to destination and type
- Affixed postage to packages and letters by hand, and stamped with postage meter, and dispatched mail
- Packed, sealed, labeled, and affixed postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meters
- Determined shipping method for materials, using knowledge of shipping procedures, routes, and rates
- Cleaned and maintained supplies, tools, equipment, and instruments, and storage areas to ensure compliance to safety regulations

Education

Diploma

Frederick Douglas High School, Harlem, NY
General Academic Studies

Certificate

Komatsu Forklift Operations
Coaching the Lift Truck Operator Course (Class I, III, IV & V)

Summary of Skills

- Leadership
- Problem Solving
- Goal Setting/Accomplishment
- Conflict Resolution
- First Class Service Delivery
- Rapport Building
- Relationship and Team Building
- Safety Conscious

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OJECTIVE:

To secure a challenging position that will constantly question my abilities and allow me to reach new heights

PROFILE:

- Immense ability to prepare routine administrative paperwork.
- Exceptional ability to lead and train staff and students.
- Ability to safely use cleaning equipment and supplies.
- In-depth ability to prepare and bake a variety of pastries, rolls and other baked goods.
- Knowledge of supplies, equipment, and services ordering and inventory control.
- Exceptional organizing and coordinating skills.
- Remarkable skills in cooking and preparing a variety of foods.
- knowledge of food preparation and presentation methods, techniques, and quality standards.
- Deep knowledge of methods, materials, and practices of volume food preparation.

SUMMARY OF EXPERIENCE:

Performed the following duties as a Cook

- Assisted in food inventory and control.
- Helped with meal preparation and serving.
- Performed delegated tasks from Head Cook.
- Coordinated constant clean up in kitchen and dining room.
- Ensured floors are uncluttered, clean and safe.
- Ensured that beverage counter and food serving areas are constantly clean.
- Assisted in keeping camp clean and uncluttered.
- Completed orders from steam tables, placing food on plates and serving customers at tables or counters.
- Grilled and garnished hamburgers or other meats such as steaks and chops.
- Grilled, cooked, and fried foods such as French fries, eggs, and pancakes.
- Performed simple food preparation tasks such as making sandwiches, carving meats, and brewing coffee.
- Cleaned food preparation equipment, work areas, and counters and tables.

WORK HISTORY:

Korma Sutra Indian Cuisine
Cook

Houston, TX
02/12 – 09/12

Whataburger Restaurant
Cook

Albuquerque, NM
04/12 – 06/12

Canyon Transitional Rehabilitation Center
Cook

Albuquerque, NM
03/12 – 04/12

EDUCATION:

Frederick Douglas High School
High School Diploma

NY, NY