

703-663-0543

JEFFREY HENDERSON

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1738 8th St. Oakland, CA. 94607

PROFILE

- Excellent communication, problem solving, time management, critical thinking, public relations and leadership skills
- Successful working in team environment as well as independently
- High-level computer literacy: PC, databases, email and Internet, word processing and spreadsheets

OBJECTIVE

To obtain a position with an organization that will utilize my administrative and design skills.

EDUCATION

BUSINESS ADMINISTRATION –2008
Palm Beach Atlantic University, West Palm Beach, FL

INDUSTRIAL DESIGN (AUTOMOTIVE DESIGN)–2014
Academy of Art University, San Francisco, CA

PROFESSIONAL EXPERIENCE

Engineering (Reserves) – US COAST GUARDS 2011 –

Present

- Machinery Technician
- Operation, maintenance, repair and troubleshooting of mechanical, auxiliary, hydraulic, pneumatic, and electrical machinery and systems
- Act as federal law enforcement officers
- Administrative & clerical duties

Server – Thirsty Bear Brewing Company, San Francisco CA 2013

- Interacted with guest and ensuring a great dining experience
- Maintaining proper dining experience, delivering items, fulfilling customer needs, offering desserts and drinks.
- Greeting customers
- Cleaning tables and dining area
- Obtaining revenues, issuing receipts and accepting payments
- Provided Excellent Customer Service

Server – PF Changs, San Francisco CA 2011-2013

- Interacted with guest and ensuring a great dining experience
- Maintaining proper dining experience, delivering items, fulfilling customer needs, offering desserts and drinks.
- Greeting customers
- Cleaning tables and dining area
- Obtaining revenues, issuing receipts and accepting payments
- Provided Excellent Customer Service

Teller – Bank of America, San Francisco. CA 2012 - 2013

- Processed transactions accurately and efficiently in accordance with established policies and procedures.
- Identify customer needs and refer financial products and services to consumer and small business customers. Act as Bank of America's face to the customer and consistently seek to create an excellent customer experience

**REFERENCES AVAILABLE
UPON REQUEST**