

Jabari Jackson

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Summary of Qualifications

Customer service oriented individual with over 15 years of experience in direct-client work, ranging from security and general labor to administrative assistance and account management. I am computer and PC competent with the ability to multitask and provide flexible and needed support in all lines of work.

Professional Experience

Journeyman's Assistant *CLE Electric* San Francisco, CA 9/2009–present

- Assisted in installation of wiring and fixtures in residential and industrial facilities
- Catalogued parts and maintained inventory of supplies for each project
- Prepared industrial and residential sites for inspections by city officials
- Installed dry walling and performed other light construction tasks (painting, patching, demolition)

Environmental Specialist *SF Dept. of Public Works* San Francisco, CA 3/2014–9/2014

- Beautification of public spaces, including building frontages and public plazas (past projects included the Yerba Buena Center, United Nations Plaza, and the Federal Building)
- Maintained tree and landscape image as well as public safety by trimming trees, weeding, etc
- Sanitized sidewalks, parks, and playgrounds up to city codes
- Inspected and reported sidewalk and street issues to appropriate authorities

Security Supervisor *Sturdee Security* San Francisco, CA 2/2001–8/2005

- Served as both a security guard and bodyguard at various events and venues (nightclubs, concerts, sporting events) in San Francisco and the Greater Bay Area
- Ensured safe environments by stationing, communicating with, and supervising teams of 30 security guards while acting as a liaison between the client and the security team

Security Supervisor *San Francisco Giants* San Francisco, CA 6/1998–9/2002

- Promoted to supervisor after an exceptional year of work as a security guard in the bleachers
- “Jack of all trades” worker; unlocked the stadium (Candlestick and Pacbell Park), stationed various security staff, worked in the camera room, communicated with company executives and baseball players/coaches, and mediated and deescalated conflicts in and around the parks
- Deeply involved in the daily operations of the baseball stadium, guaranteeing the safety of San Francisco Giants employees, tour groups, merchandise, and special event guests

Temporary Associate *Bascom & Associates* San Francisco, CA 6/1996–8/2003

- Stationed at a variety of customer service and administrative positions in the financial sectors (Charles Schwab, Provident, Babycenter.com) as well as various law firms and contracted companies
- Maintained customer accounts by handling discrepancies and disputes in a call center and online
- Served as an administrative assistant (phone, copies, front desk) as well as a receptionist in various long-term (4-6 months) temporary assignments

Education

High School Diploma Downtown High School San Francisco, CA 1993