

Bridgette Williams

852 D Avenue. San Francisco, CA 94130
Phone (415) 574-1409 bridgettew504@gmail.com

Dear Human Resources Manager:

In responses to your recent advertisement, please accept this letter and resume for the current position available within your company.

In the past 30 years of my career I have done variety types of work. Please allow me to address the jobs I had done in the past like working for many Printing company as a bindery operator, Proofreader, Stripping films off of the plates burning films on plates. I have the ability to be very successfully in any job I do. I have the tenacity to get the job done I have 8 years and more in retail, customer service, cashier, custodian, housekeeper for motel and hotels

Warehouse worker, labor work, painter, cook, prep cook, line cook, groundskeeper, maintenance, price clerk. Perhaps you should take a look at my enclosed resume which will further substantiate my experience, education and qualifications.

As you can see from my resume my diverse type of skill can make me a strong candidate for this position I'm dedicated hard worker constantly improving myself professionally, I can be a great addition to your company.

I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time. Thank you for consideration.

Respectfully yours:

Bridgette Williams

Enclosure: Resume

*Cashier
Cook - Prep + Line
Server
(Sac)
Attach*

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Highlights of Qualifications

- Experienced in warehouse work including operating pallet jacks, stocking merchandise and other duties
- Recognized by past supervisors for being a quick learner who is hard working and has excellent attendance
- Skilled at assembling things and working with hands; Intermediate knowledge of using hand and power tools
- Ability to safely lift upwards of 50 pounds
- Types 30 wpm
- Customer Service ,Mail Room-Clerk, Cashier, Food Service Worker, Maintenance, Landscaping

Experience

Good Will Industries **Sacramento, Ca** **2009 to 2011**

Donation Receiver

- Loaded and unloaded trucks of donated and purchased clothing, food, furniture.
- Sorted and stocked merchandise for a large non-profit organization with administrative offices and multiple residential treatment sites
- Operated pallet jacks to prepare incoming goods for distribution amongst various sites; Labeled pallets
- Fulfilled orders placed by the facilities; inventoried orders and prepared large orders with plastic wrap
- Assembled large amounts of furniture donated by Customers
- Maintained a clean and safe warehouse environment; Basic janitorial duties

Veterans Affairs Medical Hospital **Sacramento, Ca** **2004 to 2006**

Mail Room- Clerk

- Knowledge and experience with Pitney Bowes machinery
- Sorted and routed incoming and outgoing mail and packages
- Tracking and recorded mail and packages
- Ensured that the client received proper mail
- Skilled in communication, social perceptiveness, critical thinking, and decision making

Veterans Affairs Medical Hospital **Sacramento, Ca** **1999 to 2004**

Line Cook/Customer Service

- Performed cashier and customer service duties for a customers and patients
- Washed dishes; Prepared food and made sandwiches
- Coordinated proper baking and cooking meals according to instructions and regulations
- Maintained effective inventory of produced
- Greeted customers upon entry to the restaurant, showed them to tables and placed fresh breadsticks on tables
- Bussed tables after customers were finished with their meals

Wishing Well Enterprise Inc. **Sacramento, Ca** **1991 to 1999**

Price Clerk/ Warehouse

- Pricing and distribution of stock to production line.
- Responsible for quality control and purchasing.
- Conferred with head of departments to coordinate warehouse activities

Education

General Education Coursework	William Daylor High School	Sacramento, CA	1979 to 1981
Community College	Consumnes River College	Sacramento, Ca	1982 to 1984