

JAMEEL KELLOM

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PROFILE

Bilingual Security, Maintenance and Logistics Professional seeking service as a Security Guard, Loss Prevention Officer, Facilities Maintenance Technician, Custodian, Janitor, Warehouse Shipping/Receiving Clerk, Package Handler, Delivery Driver Assistant, or similar position

ACHIEVEMENTS & QUALIFICATIONS SUMMARY

- **3 years of Security responsibilities, closing retail businesses and accounting for cash:** Closed or opened restaurants and a store daily, and ensured 100% cash security for up to \$4,000 daily.
- **4 years of Inventory & Warehouse experience:** Expedited 500 - 1,000+ UPS parcels daily, stocked food deliveries and up to 20 boxes of store merchandise daily, moved heavy furniture.
- **Security & Warehouse technology savvy:** Able to use forklifts, pallet jacks, hand scanners, two-way radios, touchscreen registers, iPads, Mac or Windows computers, and databases.
- **5 years of Maintenance service, cleaning two restaurants, a store and warehouses daily:** Cleaned all restaurant kitchen and dining areas to OSHA regulations, maintained clean, safe stockrooms, and removed tons of debris weekly from city streets and lots.
- **Outgoing, respectful communications honed in customer service, volunteer service, and team management:** Patiently helped up to 100+ store customers daily, trained and advised team members, and read books to children. Bilingual in Cantonese, with additional basic Spanish ability.

DAILY ACHIEVEMENTS & EXPERIENCE

SECURITY PROCEDURES

- **Opened or closed a restaurant and store daily** depending on the shift, including making sure customers were gone before locking doors, cleaning, checking all kitchen equipment, setting the alarm when leaving, and disabling alarms at opening time.
- **Ensured 100% cash security for up to \$4,000 daily** by regularly depositing register cash in vaults, logging all vault deposits and register totals, and training cashiers in register security procedures.

WAREHOUSING & STOCKING

- **Handled UPS parcels of up to 150 lbs.**, including quickly unloading, sorting, and safely loading boxes.
- **Stocked 10-20 boxes of store merchandise daily**, including receiving, sorting, stocking, moving furniture for sale, rearranging products and displays, and changing prices or signs as directed.
- **Stocked 10+ boxes of food deliveries daily**, such as unpacking, sorting, and rotating food by date.
- **Kept 100% custodial supply levels** for cleaning products, restroom amenities, and equipment parts.

MAINTENANCE SERVICES

- **Maintained two restaurants daily**, including disinfecting counters and all food service equipment, wiping down tables, wiping down tall glass windows, mopping, buffing floors, and emptying trash.
- **Cleaned up to 5,000+ square feet of warehouse and store space daily**, including sweeping, breaking down boxes, and taking boxes and trash out for collection.
- **Cleaned up to 5 miles of city streets and lots each week**, including sweeping, raking, collecting litter, removing illegal postings or signs, and clearing abandoned property.

WORK & VOLUNTEERISM

Stockroom & Classes Volunteer	Leah's Pantry, San Francisco, CA	2014 – 2015
Seasonal Package Handler	United Parcel Service, San Francisco, CA	9/14 – 1/15
Kitchen Cook / Asst. Manager	Taco Bell & KFC, San Francisco, CA	5/14 – 10/14
Street Cleaning Team Member	Dept. of Public Works, San Francisco, CA	1/14 – 6/14
Assistant Store Manager	Goodwill Industries, San Francisco, CA	7/11 – 1/14

EDUCATION

Career Readiness Certificate Workforce Development Career Link Center, SF, CA 2015

**U.S. History & Journalism
English, Algebra & Biology**

**Five Keys Charter School, San Francisco, CA
City College of SF (Phelan & Southeast campuses)**

**2005 – 2007
1998 – 2005**