

JARDINE BRANER

jardine.branner@gmail.com

1606 81st Ave. #2 Oakland, CA 94621

(415) 684-6226

Objective: To seek a challenging position at a growth oriented business, which will allow me to utilize my skills, knowledge and experience as well as acquire new abilities.

EMPLOYMENT HISTORY

Warehouse Associate	Walmart-Edgewater Drive	Oakland, CA	Aug. 2014 – Jan. 2016
Warehouse Lead	Toby Warehouse	South San Francisco, CA	Jul. 2013 – Aug. 2014
Janitor/Custodian	First Class Janitorial Services	San Francisco, CA	Apr. 2011 – Oct. 2011
Laborer	DPW Summer Program	San Francisco, CA.	Jun. 2009 - Sept. 2009

PROFESSIONAL EXPERIENCE

WAREHOUSE

- Assist shipping and receiving unloading trucks, checking in merchandise, matching purchase orders to sales orders and distributing to sales associates for processing.
- Move materials and items from receiving or storage areas to shipping or to other designated areas.
- Sort and place materials or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, color or product code.
- Assemble customer orders from stock and place orders on pallets or shelves, or relocate orders to a holding area or shipping department.
- Mark materials with identifying information using appropriate method.
- Assist in counting of physical inventory.
- Sweep, dust and mop. Organize warehouse and work area for orderliness at all times.

JANITORIAL

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

GENERAL LABORER

- Assist in construction or demolishing of buildings
- Load and unload structure materials and move materials in work areas
- Direct traffic at or near building sites and carry out other traffic management activities
- Maintain tools and equipment
- Clean up work sites
- Manage shift equipment and materials
- Remove debris and trash at construction sites using wheelbarrows

COMPUTER SKILLS

- Intermediate knowledge in Microsoft Office, Word, Excel, Adobe, Photo Shop and Cut Pro.
- Ability to type 55 wpm.

ADDITIONAL ATTRIBUTES

- Excellent work ethic, hardworking, punctual and able to work a variety of shifts.
- Able to prioritize work flow and meet challenging deadlines, with a capacity to multi-task and work under pressure.
- Excellent organizational skills and attention to detail.
- Great leadership qualities; team player.
- Self-motivated, taking ownership of all job responsibilities; quickly learn and adopt new information and skills.

EDUCATION / CERTIFICATES

Business Major (credits earned)	City College of San Francisco	San Francisco, CA
High School Diploma	Marie C. Romero High School	Chino, CA
Certificate of Completion	SF Sheriff's Dept. Vocational Training Program	San Francisco, CA
Life Skills Certificate	Northern California Service League	San Francisco, CA