

Seonjuan Woods

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SKILLS AND QUALIFICATIONS:

- Supervision experience
- Trainable and eager to learn new skills
- Machine operation experience
- Money management/ balance transactions
- Shipping and receiving experience
- Team player as well as self-motivated
- Ability to work at fast pace/ team environment
- Excellent communication skills: both verbal and written
- Exceptional organizational standards
- Positive attitude with great work ethic
- Ability to provide excellent customer service and satisfaction
- Excellent at multitasking and prioritizing
- Detail oriented with focus on top quality work

WORK EXPERIENCE:

Porter

Main Jail / County of Santa Clara

San Jose, CA

2/2016 – 5/2016

Perform a variety of tasks including changing garbage can liners, removing trash and small debris from common areas, sweep walkways, wipe window sills, remove small tags of graffiti and report site-related issues. Spot clean-ups of drink spills or food stains on walkways, clean off smooth surfaces such as trash can lids/exterior, tables, and/or chairs.

Sorter

Leadpoint at Milpitas Recycling

Milpitas, CA

9/2013-11/2013

- Safe operation of all material handling equipment
- Monitor and report activities of the facility to the Manager
- Separate refuse from recyclable materials
- Ensure the cleanliness and upkeep of the facility, parking areas, grass and roadside as required
- Attend formal and informal professional training
- Sort and separate materials to include paper, plastic, metal, glass and wood
- Load and weigh containers for transportation
- Utilize Personal Protective Equipment as required by regulation or as required by Manager
- Complete training requirements at the discretion of the Manager

Crew Member

FiveGuys Burgers and Fries

San Jose, CA

1/2013-6/2013

- Offer friendly service to all guests. Take customer orders, maintain fast, accurate service, and positive guest relations
- Operate grill and sandwich maker in an efficient and safe manner
- Ensure company standards on equipment, facility, and grounds are maintained
- Ensure acceptable food quality and 100% customer satisfaction
- Maintain the restaurant with regards to cleanliness, neatness and customer accessibility
- Operate cash register accurately and maintain proper control of company assets
- Work as a team member to support other restaurant employees in their duties
- Other duties as assigned by General Manager or Assistant Manager

EDUCATION:

SERVSAFE

Certification

2013

Consumnes River College

Audio Production

2012

James A. Weiden

GED

2010

References Available Upon Request