

Jeffrey DAVID

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OBJECTIVE

A position which utilizes my experience, skills, and abilities while offering opportunities for advancement.

EXPERIENCE

August 2015 - Present Work Force Investment Opportunity Act (WIOA) Hesperia, CA
WIOA Trainee

- Utilize Microsoft Word to create professional documents.
- Displayed Team Work by creating a Microsoft Excel project.
- Fabricated professional business cards utilizing Microsoft Publisher.
- Design multi-slide presentation using Microsoft PowerPoint.
- Learn and implement Working skills

Amazon Fulfillment Center June 2016 – December 2016 San Bernardino, CA
Wear-house associate

- Loading and unloading trailers .
- Inspecting trailers inside and out for any safety hazards.
- Properly train new recruits to work fast and efficiently .
- Crossed train into other functions of facility.

Down Home Grill September 2015 – July 2016 Hesperia, CA
Manager/Shift supervisor

- Provide great customer service by assisting customers needs.
- Trained and managed employees to work successfully with one another and provided grate communication skills through team building and group projects.
- Taking customer phone orders and drive thru orders
- In charge of making monthly merchandise orders (napkins, forks, tomatoes ext.) and any other restaurant essentials.
- Opening and closing restaurant, keeping and maintaining a clean and welcoming environment.

Rue 21 August 2015 – December 2015
Sales Associate

- Price tagging and censoring merchandise .
- Show casting merchandise on display floor manikins.
- Providing outstanding customer service.
- Reaching and exceeding store sales by marketing sales and specials throughout store.

Oasis sushi May 2015 Hesperia, CA
Chef Assistant

- Assisted back kitchen cook preparing more complex orders.
- Assisted sushi chef in the sushi bar by getting everything ready and helping prepare orders.
- Helped keep a clean environment for new potential customers as kitchen porter.
- Providing great customer service, receiving and delving the customer's order as a waiter.