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[Website]  
[Email]

## JAMES WALTON

### OBJECTIVE

- To show your company that I can be an asset.
- To get a position that has opportunity for advancement.
- To stay with company on a long term basis

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### SKILLS & ABILITIES

Personnel management, interpersonal skills, hospitality services, Basic computer skills

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### EXPERIENCE

#### **WAREHOUSE MANAGER, DELANCEY STREET FOUNDATION**

8/14/2013 - 10/8/2017

Supervised the overall production of the warehouse from shipping and receiving. Logging in everything received categorizing and doing inventory. Delivering all supplies and needs of the Delancey Street Foundation.

#### **CATERING BAR MANAGER, DELANCEY STREET FOUNDATION**

8/14/2016 - 10/8/2017

To schedule bartenders for caterings, to order and take inventory of alcohol, set up and organize bar

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### EDUCATION

#### **DELANCEY STREET ACADEMY, GED & STATE ACCREDITED CERTIFICATE OF COMPLETION.**

classes in hospitality services, general education, basic computer skills and criminal justice

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### COMMUNICATION

I have the ability to listen to others understand them and to use that to be productive in my job duties. I'm clear when I speak to others and I'm able to give direction as well as take them.

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### LEADERSHIP

I'm able to Manage, work with and delegate tasks to a crew. I do my best to be an example I'm trustworthy, hardworking, and loyal.

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### REFERENCES

#### **JERRY RAYMOND**

Secretary and Treasurer of the Delancey Street Foundation, San Francisco  
(415) - 957 - 9800