

451 Brittany way
Merced, C.A. 95340
(209) - 947 -5943
[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

SKILLS & ABILITIES Personnel management, interpersonal skills, hospitality services, Basic computer skills

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

EDUCATION **DELANCEY STREET ACADEMY, GED & STATE ACCREDITED CERTIFICATE OF COMPLETION.**
classes in hospitality services, general education, basic computer skills and criminal justice

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.

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.

REFERENCES **JERRY RAYMOND**
Secretary and Treasurer of the Delancey Street Foundation, San Francisco
(415) – 957 - 9800