

# William Thomas Jr.

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**OBJECTIVE:** To secure a position with an organization in which I can demonstrate my skills and professional experiences.

## SUMMARY OF QUALIFICATIONS AND SKILLS

**Production Packer/Depositor**, Guittard Chocolates  
Burlingame, CA

2016-2017

- Order picker and packager
- Cross clocking, cycle counting and inventory
- Forecasting and recordkeeping
- Safety stock pallet jack safety trained, lifting safety trained
- PPE Protection trained and completed WERC Practical Warehousing Course

**Maintenance Person**, Clean City  
San Francisco, CA

2013-2014

- Cleaned debris off the city streets and cleaned graffiti off of walls.
- Helped give tourists information about the area.
- Called in hazardous materials on the street.

**Customer Service Representative**, K-Designers  
Gold River, CA

2007-2011

- Provided excellent customer service and satisfaction on a daily basis
- Able to successfully train, supervise and motivate new employees
- Ability to work tactfully and efficiently under stressful circumstances
- Excellent team player with the ability to meet all strict deadlines

**Warehouse/Cabinet Maker**, Fiest Cabinets  
Elk Grove, CA

2005-2007

- Expertise in warehousing and putting up framework, walls, roofs, doors, windows, flooring, cabinets, paneling, molding, and roofing
- Sorted and organized cabinets for shipping, receiving, and delivering
- Experienced using power equipments and tools to assemble cabinets
- Determined size of parts needed and measures materials for cutting

## EDUCATION AND TRAINING

Laney College, Oakland, CA: **Pursuing AA Degree in Construction Renovations**

2 years

Sac City College, Sacramento, CA: **Pursued AA Degree in Accounting**

1 year

*\*References Gladly Provided Upon Request*

