

# ERIKA D GREEN

Mesquite, Texas 75150

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| <b>Skills</b>          | <ul style="list-style-type: none"><li>• Monitoring</li><li>• Time Management</li><li>• Systems Analysis</li><li>• Critical Thinking</li><li>• Systems Evaluation</li></ul>  |
| <b>Work Experience</b> | <p><b>Package Handler, FedEx, Mesquite, TX, October 2017 - December 2017</b></p> <ul style="list-style-type: none"><li>• My job was to unload boxes and packages off a truck</li><li>• Comply with prescribed safety procedures or federal laws regulating waste disposal methods.</li><li>• Record numbers of containers stored at disposal sites, specifying amounts or types of equipment or waste disposed.</li><li>• Operate machines or equipment to remove, package, store, or transport loads of waste materials.</li><li>• Load or unload materials into containers or onto trucks, using hoists or forklifts.</li></ul>   |
|                        | <p><b>Assistant Manager, Johnny's Pizza House, Bastrop, LA, October 2012 - August 2017</b></p> <ul style="list-style-type: none"><li>• Keep records required by government agencies regarding sanitation or food subsidies.</li><li>• Investigate and resolve complaints regarding food quality, service, or accommodations.</li><li>• Maintain food and equipment inventories, and keep inventory records.</li><li>• Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.</li><li>• Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity.</li></ul> |