

Terrill Jones

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Summary

Dynamic and dedicated worker who is recognized for communicating effectively at various levels and acting as a liaison between managers and employees. Track record of meeting targets and deadlines efficiently. Demonstrated ability to implement work policies and procedures to facilitate the smooth workflow.

Qualifications Summary

- Serve as an effective gatekeeper; prepare well-researched and accurate documents; manage busy calendars; and efficiently handle daily office tasks.
- Proficient user of MS Office (Word, Excel)

Experience

Support Warehouse Worker / Dock Worker

California Department of Corrections, Soledad, California

2013-2019

Provided quality service by following organization standards

- Receive and store merchandise kept in warehouse
- Load and Unload trucks with material goods stored on them
- Maintain inventory, restocking materials and supplies for distribution
- Maintained safe and clean work environment by keeping shelves, pallet area and work stations neat
- Maintained clean shipping supply area, complying with procedures, rules and regulations of company

Recreational Aid / Office Clerk

California Department of Corrections, Soledad, California

2010-2013

Provided coordination for wide range of administrative functions including calendar, scheduling, purchasing, and product negotiation.

- Keep up-to-date record of calendars. Scheduled and coordinated meetings, appointments and events
- Answers Incoming calls, transfers to correct personnel and makes calls to vendors
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands.
- Ensured continued profitability through efficient programmatic changes.

References Available Upon Request