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email

# Darryle Arrington

**Customer Service Excellence is the basis of all things, business and personal.**

South Orange, NJ

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Arriolar44@gmail

I have 18 years of experience, including as a Project Manager.

Most recently, I have been working as a Project Manager at Coastal Record Distribution from February 2000 to Currently.

My skills and experiences include: Brand Management, Budgeting, Call Center, Database Administration, Graphics Software, Marketing, Materials Management, Newsletters, Advertising, Packaging, Press Releases, Public Relations, Publicity.

Detail-oriented, superior customer/client service provider.

Passionate about music, video and branded content.

Dedicated to increasing sales and branding through retail, online, new media, tour, event and radio campaigns.

A good communicator, with excellent oral and written communication skills.

Able to prioritize and manage time efficiently, with strong organizational skills.

Proactive and resourceful, with the ability to perform independently while working well in a team environment.

Accountable and responsible for decisions and actions.

Willing to relocate to: Atlanta, GA - Denver, CO - New Jersey

Authorized to work in the US for any employer

## Work Experience

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### **Lot Operations Personnel**

GCA - Newark, NJ

March 2019 to Present

The day-to-day aspects of this position revolve around using professional judgement, management and internal customer service. Interactions include fellow employees, vendors, 3rd party contractors and various guests to lot site. Team goals include staying aware of hourly reservations, return counts, vehicle make and model availability, preventative maintenance schedules, etc. to achieve the greatest revenue and profitability.

### **Executive Assistant Marketing**

Coastal Record Distributors - Atlanta, GA

February 2000 to Present

Worked with sales, product marketing, public relations and advertising to develop a stronger footprint through key markets, events and partners. Oversaw design, production, packaging and distribution of promotional materials (posters, postcards, etc). Provided media with notices of upcoming productions, newsworthy events and advertising. Implemented campaign strategies utilizing

social content creation, release timing, general creative direction, etc. Coordinated activities with audio visual specialists and graphic artists. Researched copyright ownership (master rights). Conferred with production and support personnel, managers, advertising agencies, graphic designers and web managers to meet deadlines. Served as liaison between artists, management and department heads for all aspects of product release. Provided daily/monthly reports directly to Director of Marketing and involved parties. Pitched new music projects to staff supervisors. Managed sales call center activities. Data entry of album information into company systems. Assisted in planning weekly workflow and tasks; developed new potential advertising and clients to new pitches and presentations. Prepared communications materials such as newsletter copy, news releases, fact sheets and invitations. Contributed to all projects and supported all teams as required and other special projects as assigned.

### **Maintenance / Housekeeping**

Ferrara Property Management - Essex County, NJ  
November 2017 to February 2018

Duties included disinfecting and sanitizing all public surfaces, fixtures, furnishings and equipment with approved hospital/hotel-grade germicides; cleaning and servicing restrooms, Stocking and replenishing supplies, chemicals, buffer pads, etc. Floor Technician: Advanced floor and carpet care duties to include buffing and burnishing if tile or hard surface floors, stripping and refinishing hard floors; extracting and shampooing carpet; and cleaning and maintaining upholstery with the appropriate chemical, equipment and supplies.

### **Operations Technician**

National Property Solutions Group (NPSG) - Edison, NJ  
August 2017 to October 2017

De-palletized and calibrated robots for introduction to fiducialized environment. Ensured accurate gridding for effective and reliable site fulfillment operations. Focused on localization and mapping, object detection and tracking. Initiated action to ensure Network access, Cloud support and vulnerability issues were addressed promptly and appropriately. Utilized appropriate tools and utilities to facilitate pod-induction operations and monitoring.

## **Education**

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### **Associate's / A+ Certification in Computer Networking**

Atlanta Technical College - Atlanta, GA  
2010 to 2012

### **Associate's Degree in Business Administration**

Robert Walsh Business College - Union, NJ  
1989 to 1991

## **Skills**

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Microsoft Office, various software suites, Advertising, Audio, Brand Management, Budgeting, Call Center, Database Administration, Email, Graphics Software, Logistics, Macromedia Director, Marketing, Marketing Materials, Materials Management, New Media, News Releases, Newsletters, Packaging, Personnel, Press Releases, Public Relations, Publicity, Radio, Retail, Sales, Strategic, Telephone Skills

(10+ years), Logistics (10+ years), Operation (10+ years), Data Entry (10+ years), Customer Service (10+ years), Micr, Excel, Iptv, Executive Administrative, Administrative Assistant, Marketing

## Certifications/Licenses

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### **Driver's License**

**Prep Cooks Test**

B

9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

A

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

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65%

B

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

D

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice. Mince
- d. Mince, dice, chop

D

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

C

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

A

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

B

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

Multiple Choice (1 point each)

C 1) A gallon is equal to \_\_\_\_ ounces

- a. 56
- b. 145
- c. 32
- d. 128

C 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B 3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

B 4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

A 5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

C 6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

A 7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

A 8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

A 17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

B 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) SALT & PEPPER are the basic seasoning ingredients for all savory recipes.

X 20) MINCE : to cut into very small pieces when uniformity of size and shape is not important.

Chop