

Zaire
Robinson -
Duty

1165 Dove way Fairfield,
CA 94533

(707)580-8883

[zairerobinson4@gmail.c
om](mailto:zairerobinson4@gmail.com)

OBJECTIVE: Looking for an opportunity to manage in a team environment with a team as eager to work as I am. I like challenging projects, complex task, and critical thinking projects.

SUMMARY OF SKILLS

- Excellent Customer service skills.
- Ability to lead and train staff.
- Great communication skills.
- Ability to deal in a mature manner with problem solving.
- Responsible and reliable.
- Goal oriented.
- Works really well within a team or as an individual.
- MS Office.
- Forklift
- Pick and pull
- Receive
- Delivery
- Driver
- NAID Certified

WORK EXPERIENCE:

DataSafe- Vacaville

Ca, From

9/2018-6/2019

**Job Description-
Driver/Record Center
Associate**

**Manager : Andrea
Barnes(916)343-9077**

- Pick and pull file from Record Center to be pulled destroyed or scanned.
- Receive files To be stored or shuttled to another facility.
- Deliver or pick up files or boxes to and from client when requested
- Forklift pallets onto trucks or offload to the facility.
- Maintain the upkeep of the facility.
- Use Hard drive shredder to destroy

- harddrives
- Complete off site shreds

American Income
Life: Concord, ca

Life Agent: From
01/2018-Now

- Deliver and go over union benefits
- Meet weekly expectations.
- Make daily presentations.
- Effectively garner references.
- Make sales.

JimBoy's Tacos Fairfield, CA 11/2015- 03/2017

Team
Lead

- Prepare the food line accordingly, this including: Portioning, Periodic Temperature checks, Cleaning, and Maintenances.
- Delegate task to a crew of 2-3 people.
- Lead a crew of 2-3 people making sure everyone's task is complete.
- Cook any food ordered to the recipe with outstanding presentation.
- Effectively close the store assuring all cleaning task and maintenance are complete.
- Prepare all closing statements for the closing of the drawer.
- Up sale to the customer at all times relaying knowledge of current

promotions.

Little Caesar's Pizza Odenton, MD 06/2015-09/2015

Team
Member

- Prepare daily premade pizzas and breads.
- Complete daily store up keep task including: Taking out trash, wiping down surfaces, cleaning dishes.
- Politely and accurately take orders as cashier.
- Up sale to the customer at all times relaying knowledge of current promotions.

StaffMark
(Meyer)

Fairfield, CA 09/2014-11/2014

Package
Handler

- Prepared product for sale, including assembling, packaging and presentation.
- Adhered to the State Department health regulations
- Ensured all transactions were accurately and efficiently made

Direct TV Fairfield, CA 06/2014-07/2014

Sales
Rep

- Solicited residential customers through door-to-door or store-intercept sales efforts.
- Explained and sold available services to subscribers,
- maintained minimum sales quotas, and wrote orders for installation of

services

- Followed up on door hangers with phone calls
- Occasionally performed subscriber audits of illegal service

Six Flags Discovery Kingdom Vallejo, CA 08/2011-01/2012 Cook • Ensured

all transactions were accurately and efficiently made

- Followed cash handling procedures as outlined by Cash Control and the Food Service departments.
- Prepared product for sale, including assembling, packaging and presentation.
- Took food orders from park Guests.
- Prepared food in accordance with food service specifications with attention to quality and portion.
- Clean all areas assigned, including equipment, counters, floors, tables, chairs, etc.
- Ensured all spills were cleaned up immediately.
- Adhered to the State Department health regulations.

EDUCATION: Sem Yeto High Fairfield, CA
08/2013-06/2014

Solano Community College Fairfield, CA 01/2015- Still in Progress Major: Business