

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Allen Nathan Allen
Email: 047nallen@gmail.com
Phone number: _____

Working Experience:

Company Name: Herlong Food Service
Dates of Employment: 2009 - 2016
Job Responsibility: Line server

- - set up line
- - pass ~~out~~ food
- - clean the line when done
- -

Company Name: Herlong Food Service
Dates of Employment: 2009 - 2016
Job Responsibility: Dish ~~wash~~ washer

- - clean pots and pans
- - Take clean pots and pans back to cooks
- - spray dishes off put in dish washer
- - stack trays

Company Name: I.T.F Supply
Dates of Employment: 2000 - 2002
Job Responsibility: cashier

- - ring customers up at checkout
- - ~~used~~ used veri phone card readers
- -
- -

Skills

- - supervised a crew of 12 people
- -
- -
- -

NATHAN ALLEN
097nallen@gmail.com

Dear Sir/Mam,

Please consider this letter of introduction as an expression of my interest in joining your company. I am a person in need of a second chance and am willing to work hard to demonstrate to you that I am reliable and trustworthy.

I am confident that when we meet to discuss your company's goals and my qualifications, you will appreciate my commitment to personal and professional growth and agree that we are the right match.

My experience and skills are summarized in the enclosed resume. You may be interested in several additional qualifications I would bring to this position:

1. Being a team player.
2. Desire to achieve better results.
3. Willingness to take on new responsibilities.
4. Enthusiasm and initiative.

Furthermore, there are unique incentives should you choose to hire me:

- At no cost to your company, the Federal Bonding Program guarantees coverage for my employment. This bond will reimburse the employer for up to 100% of the amount of the damage in the form of the Fidelity Bond, up to \$5,000.
- The Federal Work Opportunity Tax Credit (WOTC) offers tax incentives from \$2,400 up to \$9,000 for my employment.

I would appreciate more information concerning this position as well as an opportunity to meet with you to discuss our mutual interest. I appreciate your consideration and look forward to meeting with you soon.

Respectfully,

Nathan Allen

NATHAN ALLEN
097nallen@gmail.com

"Dedicated professional with integrity, resourcefulness, and sound judgment"

CAREER OBJECTIVE:

A highly motivated and dedicated individual is seeking to apply personal and professional skills.

SUMMARY OF SKILLS AND ACCOMPLISHMENTS:

- | | |
|------------------------------|------------------|
| *Customer Service | *Dependable |
| *Logistics | *Self-motivated |
| *Experienced forklift driver | *Team Player |
| *Leadership | *Detail Oriented |

PERFORMANCE HIGHLIGHTS:

Forklift

- *Eight year experience in electric reach truck, order picker, slip lifts and propane forklifts.
- *Loaded and unloaded trucks.
- *Used forklift to stock shelves as high as 18ft.

Shipping and Receiving

- *Performed data entry procedures.
- *Pulled orders and delivered them to customers.
- *Recorded damaged items and sent them back to appropriate department.
- *Stocked items in proper shelves.

Customer Service

- *Provided customers with the best service available.
- *Showed and Assisted customers in choosing the best products available.
- *Answered customer questions about service and products.

Leadership

- *Supervised a crew of up to twelve employees.
- *Taught new employees how to perform specific job duties
- *Wrote reviews based on employee performance.

PROFESSIONAL EXPERIENCE:

Custodian, Segoville Maintenance Department, Seagoville, TX, 2016-2019

Food Service Worker, Herlong Food Service Department, Herlong, CA, 2009-2016

Shipping/Receiving Clerk, POS Portal, Sacramento, CA, 2009-2009

Shipping/Receiving Clerk, Veri Phone, Sacramento, CA, 2006-2008

Shipping/Receiving Supervisor, Home Depot, Sacramento, CA, 2002-2006

Shipping/Receiving Clerk, I.T.F. Supply, Willows, CA 2000-2002

EDUCATION:

Forklift Certified, Butte College, Orville, CA

High School Diploma, Willows High, Willows, CA