

# BRANDON RUFF

P.O. BOX273 , Atlanta, GA 30301 · 404-849-9220

[MrAlour@gmail.com](mailto:MrAlour@gmail.com)

Seeking an opportunity with a company which will require me to utilize my skills, abilities, and experience to ensure the company's success.

## EXPERIENCE

12/2014 – PRESENT

### MOVER LEAD, UNITED VAN LINES

- Schedules moves and movers
- Responsible for packing and preparing customer's items to prevent damage during transit
- Answer customers' questions and provide information about price and time estimate
- Follow route and time schedule
- Load, unload, prepare, take inventory of customer's items

03/2013 – 12/2014

### SALES ASSOCIATE, JIMMY JOHNS

- Makes fast, accurate and consistent sandwiches
- Complied with all portion sizes, recipes, and all systems and procedures.
- Maintained cleanliness and sanitation of the restaurant including all tables, floors, windows, beverage station, restrooms, etc.
- Greeted customers and takes orders – operates cash register – collects payment from customer and makes change.
- Took phone orders and completes delivery tickets
- Filled out systems and procedures with 100% accuracy and integrity
- Maintained professional appearance at all times in compliance with the Jimmy John's Dress Code
- Displayed a positive and enthusiastic approach to all assignments

04/2012 – 05/2014

### DELIVERY DRIVER, WILLYS

- Responsible for delivering orders accurately, in a timely manner and with the highest level of Guest Service
- Deliver a wide variety of items to different addresses and through different routes
- Follow route and time schedule
- Load, unload, prepare, inspect and operate delivery vehicle
- Complete logs and reports

03/2010 – 12/2012

### **PRODUCTION LINE WORKER, FIELDALE FARMS**

- Operated equipment on packaging lines
- Sets up machines (calibration, cleaning etc.) to start a production cycle
- Controlled and adjust machine settings (e.g. speed)
- Fixed issues that might occur during the shift
- Checked output to spot any machine-related mistakes or flaws
- Maintained quality and production standards while operating equipment
- Possessed overall knowledge and understanding of the entire production line
- Inspected packages and cases
- Completed all necessary paperwork

1/2004 – 10/2006

### **GRILL OPERATOR, WAFFLE HOUSE**

- Responsible for organizing and arranging cooked foods
- Performed all station duties including Fry, Griddle, Pantry, Flat Top, and cooking eggs
- Stock and store merchandise in appropriate areas efficiently
- Maintain the facility's equipment and materials in a neat, clean, and orderly fashion

## **EDUCATION AND CERTIFICATIONS**

MAY 2007

### **GENERAL EDUCATION DEVELOPMENT (GED), GRIFFIN TECH**

MAY 2009, OKEEFEENOCKE COLLEGE

TRADE SCHOOL CERTIFIED

MANUFACTURING SPECIALIST

HAZARD CUSTOMER RELATIONS

## **SKILLS**

- Learn processes and procedures quickly
- Extremely creative
- Well organize
- Works well in teams