

# Theodore Reynolds

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## *Skills*

- Good janitorial skills and experience, including cleaning and sanitation, adhering to prescribed safety and sanitation practices and procedures
- Fast Learner with a track record of quickly being given additional responsibilities
- Adaptable and flexible to changes while remaining focused on completing tasks according to instruction
- Excellent interpersonal and communication skills in both English and Spanish
- A hard worker who is reliable, organized, flexible and detail-oriented with the ability to learn quickly and retain information
- Proven ability to work independently as well as part of a team

## *Employment History*

### **Kitchen Staff**

#### **LA Banquets, San Fernando, CA**

June 2021 - March 2022

- Abide all health and safety protocols required by FDA and LA Banquets Inc
- Cleaned and sanitized work areas, equipment, utensils, dishes, or silverware.
- Stored food in designated containers and storage areas to prevent spoilage.
- Assisted cooks and kitchen staff with various tasks as needed
- Prepared a variety of foods, such as meats, vegetables, and desserts, according to customer orders or supervisors' instructions, following approved procedures.
- Promoted to manager
- Trained and managed aged schedules for four Back kitchen staff members
- Counted inventory and ordered supplies for cleaning as required.
- Clean dumpsters and dumpster area power wash
- Clean Restroom's up to standards

### **Driver/Driver helper**

#### **Cleaver Logistics Inc, Los Angeles, CA**

September 2021-July2022

- Performed pre- and post-trip inspections of assigned vehicle.
- State to State Driving, performed a minimum of 10 hours driving and or 600 miles witch ever came first.
- Ensured vehicle is operating correctly while on the route and notifies Route Supervisor/Dispatch/ Maintenance of any concerns.Immediately reports any unsafe situations/service calls to Route Supervisor/Dispatch before attempting service.
- Participated and cooperated in all scheduled training, briefings, and Safety meetings as required
- Works closely with Route Supervisors to improve route efficiencies and identify problem or unsafe accounts.
- Performs all duties as scheduled by Route Supervisor or Dispatch, assisting other company drivers as directed.
- Notifies Route Supervisor of any incidents/accidents/injures/property damage at time of incident.
- Communicates customer requests/issues to Dispatch/Route Supervisor.
- Follows route assignments throughout the day and completes all documentation when checking-in at the end of the route.
- Provided a positive professional customer attitude when dealing with customers.
- Assisted other drivers in completing routes as directed.
- Performed other duties as assigned.
- Responsible for cleaning of interior and exterior of vehicle after workday

**Highway Maintenance Worker (Lead)**  
**Chrysalis Enterprises, Los Angeles, CA**

September 2019-June,2021

- Abide by all safety protocols and procedures according to Chrysalis & Caltrans operating guidelines
- Perform highway maintenance duties, which includes basic landscaping and litter removal, using hand tools (hoe, lopper, shovel, rake, litter grabber, etc.) in various weather conditions
- Document maintenance statistics daily to include what tasks were performed and the amount of material removed from each work site
- Promoted to lead of crew
- Responsible to assign projects to crew members and assured all projects were completed in a timely manner.
- Responsible for tools and cleaning of interior and exterior of vehicle after workday

**Quality Control Warehouse Associate**  
**Bocchi Labs, Santa Clarita, CA**

May 2019- November 2019

- Abide by all safety protocols and procedures according to O'Shea and Bocchi Labs
- Made sure filler machine was working properly and ensured machine put the right amount of fluid in container.
- Promoted to Quality Control Associate from a Warehouse Worker

**Event Set up Worker (Town & Country Event Rentals)**  
**Partners Personnel Agency, Palmdale, CA**

May 2018- August 2019

- Perform highway maintenance duties, which includes basic landscaping and litter removal
- Made sure filler machine was working properly and ensured machine put the right amount of fluid in container.
- Promoted to Quality Control Associate from a Warehouse Worker
- Operated pallet jacks.
- Operated lift gate in warehouse and on commercial trucks.
- Promoted to team lead from warehouse associates.
- Provide the highest level of Customer service to assigned accounts.

**Finance Manager & Salesman**  
**AV Nissan, Palmdale, CA**

December 2012- February 2016

- Promoted to Finance Manager for the region in just two years and ranked 13th salesman in the region out of over 150 salesman
- Responsible for demonstrating product and creating customer base
- Facilitated loan approval, assisted salespeople with closing sales and met with bank representatives on a daily basis.

**Bakman Partners LP**  
**North Hollywood, CA,**

Jan 2007 -July 2009,Sep 2020-Jan,2021

- Performed deep cleaning and disinfecting duties for three different apartment complexes
- Utilized specialized tools to perform deep clean and disinfect in order to remove harmful pathogens and bacteria
- Performed general facility maintenance (painting, changing light bulbs, unclogging toilets etc.)

- Promoted to lead position for maintaining a high work performance and showing exceptional leadership qualities (June 2008)
- responsible for setting a schedule for staff using Microsoft word and excel
- learned how to correctly fill out invoices and make deposits and transfers
- promoted to Asst Manager (October 2020)

### ***Education and Certifications***

EcoLab Certification

2021

#### **High School Diploma**

Grant High School, Los Angeles, CA

2007