

Adrian Jeffers

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Delivery Associate

InZone Logistics-Brooklyn, NY

February 2023 to May 2024

- Sort packages from arriving trucks to have them delivered to customers
- Have daily group meetings discussing simpler routes and effective ways to deliver in a timely manner
- Work close with supervisors and managers implementing new ideas on how to deliver more effectively
- Work as a team to ensure all packages are dispersed through the assigned neighborhood quickly and re-attempted if necessary

Cashier/Sales Associate

Tarzian Hardware-Brooklyn, NY

April 2022 to December 2023

Work as cashier scanning products checking out customers

Stock shelves filling items learning inventory

Help customers with inquiries on selling floor

Help bring shipments off of truck unloading sorting merchandise for selling floor

Concierge

Forrest Solutions-New York, NY

October 2022 to November 2023

- Greeting tenants & guests
- Watching monitors
- Accepting packages
- Completing hourly log
- Staying at front desk

Front Desk Associate

Soma Fitness 1-Brooklyn, NY

May 2021 to August 2023

- Check-in arriving guests coming in
- Answering incoming phone calls providing members and prospective members with information
- Signing up new members & prospective members with gym membership
- Conduct gym tours for new prospective gym members
- Keeping front area & overall gym area clean returning equipment to the right location
- Work as cashier and restocking items

Hiring Coordinator

PRC-New York, NY

November 2020 to January 2022

- Booking appointments making outbound calls responding to emails scheduling interviews
- Conducting phone interviews prescreening applicants
- Worked at front desk checking guests in
- Assisted manager conducting in office interviews

Outreach Worker

Breaking Ground-Brooklyn, NY

June 2020 to September 2021

Worked as a team to canvass locations notorious for homeless activity in an effort to locate individuals in need of housing eventually finding them placement

- Manually entered data collected throughout the shift into the system while working in the field
- Prepare shift report with information collected on the field to convey to Breaking Ground network
- While doing outreach worked as driver canvassing designated locations with team member for known clients and potential clients
- Conduct briefings working with supervisors informing them of clients current status implementing new ways to monitor clients wellbeing

Cashier/Sales Associate

CVS Health-Long Island City, NY

November 2019 to September 2020

As a cashier interacted with customers in a friendly manner scanning merchandise

- Helped customers with any questions they had about store items and where to locate them
- Handled shipments getting stock to selling floor
- Worked as a team to return items and merchandise back to shelves
- Work alongside managers learning new ways to deliver the best customer service experience

Account Executive

The Atlantic Group-New York, NY

March 2018 to September 2019

Work alongside utility companies such as Con ED and PSEG in an effort to lower the rate of the consumer's utility bills

- Participate in daily meetings discussing ways to effectively meet the goals of the campaign
- As a team leader, conduct morning meetings going over how to be more successful while in the field
- Routinely go over product knowledge and information in a team atmosphere to ensure the best customer service experience and reach the goals of the company
- Had the responsibility of group driver, taking team members to different businesses throughout the city

Bakery Associate

Posh Pop Up Bakery-New York, NY

January 2019 to August 2019

- Prepared kitchen area daily stocking ingredients
- Assisted head baker in the kitchen

- Prepared items for the selling floor
- Kept display units clean and stocked with fresh items daily
- Checked floors and stairwells for leaks, fires, and suspicious activity on a daily basis
- Cleaned and maintained counters and floors making sure appropriate sanitizing procedures were followed

Driving Coordinator

Griffin Security Services-New York, NY

February 2017 to January 2019

Picked up company vehicle daily before shift checking for damages making sure tank is full

- Drove vehicle to assigned site location
- Made site area clear for Con Edison to work at job site
- Refilled tank and cleaned out car before returning
- Returned vehicle to job headquarters for inspection

Front Desk Associate

Desheli Health & Beauty Center-New York, NY

April 2015 to May 2017

Book and confirm appointments on a daily basis

- Take incoming calls answering clients and potential client's questions
- Establish policies by entering client's information into system and confirming prices
- Update job knowledge studying new product descriptions

Education

Associate's degree in Liberal Arts & Sciences

SUNY Canton - Canton, NY

August 2007 to May 2009

High school diploma or GED

Skills

- Microsoft Office
- Marketing
- Sales
- Computer skills
- Restaurant experience
- Microsoft Excel
- Hospitality
- Customer service
- Clerical experience
- Guest services
- Front desk
- Administrative experience

- Hotel experience
- Supervising experience
- Customer support
- Google Suite
- Google Docs
- Social media management
- Microsoft Powerpoint
- Leadership
- Writing skills
- Windows
- Communication skills
- Cold Calling
- Microsoft Word
- Administrative experience
- Communication skills
- Clerical experience
- Front desk
- Bookkeeping
- Customer service
- Guest services
- Mobile devices
- Supervising experience
- Hospitality
- Hotel experience
- Windows
- Microsoft Excel
- Microsoft Outlook
- Time management
- Accounting
- English
- Spanish
- Account management
- Analysis skills
- Cash register
- Restaurant experience
- Sales
- Serving
- Marketing
- Leadership
- Cash handling

- Management
- Driving
- Security
- Data entry
- Office experience
- Microsoft Office
- Organizational skills
- Interviewing
- Slack
- Shipping & receiving
- Inventory management
- Manufacturing
- Computer skills
- Cold calling
- Fashion retail
- Google Suite
- Retail sales
- Childcare
- Forklift
- Grocery store
- Guest relations

Certifications and Licenses

Driver's License

Assessments

Medical receptionist skills — Proficient

August 2024

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

Customer service fit — Proficient

December 2021

Measures the traits that are important for success for customer service roles

Full results: [Proficient](#)

Delivery driver — Proficient

September 2022

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

Customer focus & orientation — Proficient

September 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Front desk agent (hotel) — Proficient

September 2021

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Proficient](#)

Food service: Customer situations — Proficient

May 2023

Identifying and addressing customer needs in a food service setting

Full results: [Proficient](#)

Retail customer service — Proficient

January 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Written communication — Proficient

December 2021

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

November 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Sales skills — Proficient

October 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

Work style: Reliability — Proficient

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Front desk agent (hotel) — Proficient

September 2023

Selecting hotel rooms based on requests and identifying errors in hotel data

Full results: [Proficient](#)

Bartending — Proficient

October 2021

Understanding, pouring, and mixing drink orders

Full results: [Proficient](#)

Call center customer service — Proficient

September 2021

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

Sales skills — Proficient

March 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

Sales fit — Proficient

June 2022

Measures the traits that are important for success in sales positions

Full results: [Proficient](#)

Attention to detail — Proficient

January 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Food service fit: Crew member — Proficient

July 2022

Measures the traits that are important for successful food service crew members

Full results: [Proficient](#)

Customer service — Proficient

September 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.