

Robert T. Woodall

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Dear Prospective Employer,

Please accept this cover letter and my attached resume for any open position you may have available within your establishment. I have experience in a variety of fields. I would like to find a position within your company where I would have a positive impact on people, also to obtain and maintain a stable position that offers the opportunity to improve my current skills as well as to learn new skills.

In addition I've enjoyed working in fast-paced environments with people from diverse backgrounds. This experience has given me a thoughtful understanding of good business technique and communication. My thorough efficient work is a reflection of my values, work ethics and beliefs.

After reviewing my resume, I look forward to being contacted by you to schedule an interview. I may be reached at the telephone number as listed above. I thank you in advance for your consideration and I look forward to hearing from you.

Respectfully Submitted,

Robert T. Woodall

ROBERT T. WOODALL

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Union City CA. 94587
(510)706-3540
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Objective

*To find a position where I can obtain and maintain a stable position
That offers the opportunity to improve my current skills as well as
Learn new skills.*

Qualifications

*Always punctual, responsible and detail oriented. Highly motivated; committed
To achieving exceptional results. I thrive on challenges and opportunities to
Assume responsibility. Works well with a diversity of people, independently or
As a team member. Eager to learn with minimum supervision; hard working,
Dependable and cooperative*

Experience

Security

- Maintain the security of the store and its assets
- Double check the computers to ensure they are not being tampered with
- Report and log all negative activities.
- Log and text the owner every 15 minutes of current store numbers.
- Train new employees
- Alarm and close the store every night.
- Transport money and/or proper papers to either a bank drop box or my manager.

Dishwasher/Prep Cook

- Unload dishes and cutlery into dish trays
- Use commercial dishwashers to effectively clean dishes
- Assemble and dismantle commercial dishwasher
- Clean kitchen area, sweep, mop, scrub
- Prepare meats and vegetables for chef
- Cut clean and properly store fruits and vegetables
- Assist with over all day to day kitchen duties

Janitorial

- Clean building floors by sweeping, mopping, and scrubbing.
- Service, supply and clean restrooms.
- Dust furniture walls, machines, and equipment.
- Use tools such as floor scraper and sanding machine
- Use chemical solutions and various types of brushes and tools to remove stains

Shipping/Receiving and Stock Person

- Compare merchandise invoices to items actually received to ensure that shipments are correct
- Receive and unload 40' to 53' trailers, unpack and issue sales floor merchandise
- Design and setup advertising signs and displays to promote sales
- Stamp, attach, or change price tags on merchandise, referring to price list
- General laboring duties and pack customer purchases.
- Take inventory or examine merchandise to identify items to be replenished
- Stock shelves, racks cases, bins, and table with new or transferred items

Recent Work

Security

*Dishwasher/Prepcook
Janitorial
Warehouse*

Net Connections

*Acrobat Outsourcing
Tatum's Janitorial
California Accessories*

Hayward, Ca

*San Francisco, Ca
Union City, Ca
Hayward, Ca*