
Jamie Stuart Scott

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Goals: To become part of a growing company, to meet and far exceed expectations of superiors/supervisors. I have a professional appearance and I am a strong minded individual. I excel at working alone or as part of a team; I am a quick learner and have a great attitude for a pleasant office environment. I have an eagerness to contribute and become a part of something that is bigger than myself. I thank you for taking the time to review my resume and look forward to speaking with you about possibilities for employment within your company.

Work history: 07/1998-04/2012

Manager at MTS (Micro Telemetry Systems) microelectronics

Duties included, running front office phones (up to 5 multiple lines)

Accepting incoming product via UPS, FED EX, AIR GAS INC.,, production material, purchasing required material such as clean room supplies, complete purchase requisitions forms for required clean room supplies, signing(if approved) off on all check requisition forms, balancing company budget, executing payroll(ADP), location and dispersal of said clean room equipment i.e., gold baths, deposition tanks, clean room work benches Receiving All required tools, maintaining capillaries in gold bonders.

Work history: Southern California signs and graphics. 05/2012-11/2017

Helper at So cal signs and graphics duties included lead manager of forklift operations, pallet jacks operations and Boom operator (with JIB) excellent knowledge of power tools, lexan face cutting with jigsaw, ban saw, circular saw, use of power sanders power drill, experience with brakes and cutter, metal (manufacturing)

Work history: 12/2017 - 08/2019

Coca-cola Merchandiser

Duties included merchandizing product, throughout Orange County major chain grocery stores, CVS, Rite Aid, Targets, Wal-Mart's, using an integrated system on a blackberry, determining stores delivery time determining ETA of loads, breaking said loads up to ten five tier pallets, Organizing product in stock room, counting said cases of product and dispersing them through out the store. Staying in communication with the stores manager at all times and any affiliates thereof that might be related to the store product or stock, staying in constant communications with supervisors at every stop, keeping a detailed list of said stock needed to be out on the floor, recording just how much product there is left as opposed to how much you put on the floor through the integrated blackberry that was issued from coca cola.

Closing, An organized conscientious professional with effective problem solving skills able to work independently or as a team player. I believe I can be valuable to your business, and I have a positive attitude for a pleasant office environment. I thank you for taking the time to review my resume and look forward to hearing from you very soon have a nice day. Sincerely Jamie Stuart Scott

