

Adrian S. Ponder  
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## Personal Profile

- **Leadership experience:** Great with communicating with a team to make the most effective decisions. Can encourage a positive working environment. Able to resolve workplace issues in a constructive manner and supervise multiple deployed areas.
- **Computer experience:** Proficient in Microsoft word, PowerPoint, and excel.
- **Learning capabilities:** Able to learn and adapt to new policies and protocols quickly.
- **Interpersonal skills:** Able to communicate effectively with co-workers, clientele, and administration.
- **Sales skills:** Able to effectively assess the prospective client understand their needs and sell them products and services that would be beneficial in the long run.
- **Organization skills:** Kept physical records/reports of safety, activity, and regulation documents.
- 2-14 Insurance License that include Index Annuities Certification, Long Term Care Certification and Debt Watchers Certification.

## Experience

**M&C Assembly/Assemblers INC** **July/2020 – Currently Employed**  
**Address: 902 Live Oak St, Tarpon Springs, FL 34689**  
**Position: Subcontractor Technician**

- Technician communicated with Managers on duty upon arrival, and Technician received worksheet from Manager.
- Technician scanned work area, and built the following displays; barbeque grills, patio furniture, wheelbarrows, tool chess, swing sets and gazebos.
- Technician cleaned working areas and throw away all empty boxes associated with the products built.
- Technicians got signature from Manager or Department Head for created invoices.

**Terminix** **June/2022 - November/2022**  
**Address: 786 S. Military Trail, Deerfield Beach, FL, 33442**  
**Position: Pest Control Technician**

- Technician communicated with client upon arrival. Technician checked with client for any pest issues in building perimeter.
- Technician used required treatments in the following areas spoken of by clients to resolved pest issues in the inner and outer perimeter of buildings, or stores.
- Technician did weekly followed ups with client to make sure pest issues were resolved.
- Technician reported daily activity to Supervisor.

**Lincoln Heritage** **October/2019 - July/2020**  
**Address: 12401 Orange Dr, Davie, FL 33330**  
**Position: Final Expense Agent**

- Agent marked out a city and area to campaign in order service possible clients.
- Agent greeted residence in area and c interested in becoming new clients. Agent presented prospect with presentations of our company: who we are and what our company does for clients as an organization.
- Agent wrote up final expense insurance policies for prospects with desire coverage. Objective to receive a new client.
- Agent did a weekly follow up with client to see if all needs were met in policy.

**JB's On the Beach** **April/2019 - October/2019**

**Address: 300 NE 21st Ave, Deerfield Beach, FL 33441**

**Position: Dish Washer / Prep Team**

- Team member checked in with Manager on duty upon arrival to restaurant. Team member communicated with Manager to find out all needs to be met of the store.
- Team member cleaned all cookware in restaurant. Team member also swept and mopped restaurant on leisure time.
- Team member restocked and prepped all food products in restaurant especially upon request of Chefs and Cooks.
- Team member whipped down all stations at the end of every shift.

## Education

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Eagle Academy Charter

3020 NW 33 Ave, Lauderdale Lakes FL,

High School Diploma - August 2003 - June 2006