

# Jose Francisco Jimenez

235 E. Mohave St., Tucson, AZ. 85705  
(520) 887-0721

EXCEL STAFFING  
1016 E. PENNSYLVANIA  
SUITE 306  
TUCSON ARIZONA 85714

## Summary of Qualifications

Highly skilled professional with dedication to excellence and success  
Proficient communication skills, verbal and written and maintains positive working relationships and heightens productivity  
Excellent customer service provider who supports and facilitates a positive relationship  
Mine Safety & Health Administration (MSHA) certified August 1994  
Fluent in English/Spanish written conversational and translation

## Professional Work Experience

### **City of Tucson, Tucson, AZ**

**04/2007 - 04/2008**

#### **Sign Shop Assistant**

- Expertly and dynamically restructured, & totally reorganized companies entire warehouse
- Conducted various 100% weekly inventory inspections and assured proper storage and distribution
- Flawlessly fabricated signs through silk screening and vinyl processes consistently on a daily basis
- Responsible for organizing and the filing of all outgoing company reports

### **Modern Tool & Die, Tucson, AZ.**

**01/2007 – 04/2007**

#### **Forklift Operator**

- Professionally, promptly, and courteously handled customers internally/externally
- Ensured top notch , efficient and safe warehouse on a daily basis
- Superb and very knowledgeable of companies general regulations, policies and procedures
- Highly skilled certified Forklift Driver that efficiently and enthusiastically tripled stacked and unloaded pallets throughout entire warehouse

### **Sam Levitz Furniture, Tucson, AZ.**

**02/2006 – 11/2006**

#### **Shipping and Receiving Lead**

- Efficiently and enthusiastically tripled stacked and unloaded pallets throughout entire warehouse
- Highly skilled individual responsible for all forklift operations throughout warehouse
- Professionally and proficiently processed and printed all manifests for incoming trucks and deliveries
- Accurately conducted 100% error free daily inventory audits to identify and properly account for shrink

**References available upon request**