# **Jabari M. Manning**

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Wichita, KS 67202 **jmanning@wwrfresource.com**

Packaging / Shipping / Hospice Care / Production / Janitorial / Utility

SUMMARY OF QUALIFICATIONS

* Comfortable working alone or in a team environment
* Extremely hard working and enjoys taking on new challenges
* Ambitious and energetic employee
* Self-motivated and diligent worker
* Excellent work safety history
* Very punctual with a strong work ethic
* Great attention to detail
* Ready and willing to work any and all overtime opportunities
* Great listening and communication skills
* Fast leaner and eager to learn new skills

PROFESSIONAL SKILLS

* Janitorial/Utility
  + Floors
  + Windows
  + Bathrooms
  + Office Areas
* Packaging/Shipping
  + Quality Control
  + Folding
  + Shipping
  + Receiving
* Production
  + Buffing
  + Polishing
  + Wet Sanding
  + Final Inspection

WORK EXPERIENCE

* Pioneer Balloon Folder/Packager El Dorado, KS 2015 – 2016
* Folded finished balloons and packaged them for shipping
* Loaded and unloaded trucks using a pallet jack and other warehousing tools
* Inspected all outgoing products for quality control issues
* Century Manufacturing Buffer/Polisher El Dorado, KS 2013 – 2014
* Buffed and polished Lucite for use in trophies and other memorabilia items
* Wet sanded plastics and other materials to prepare for final buff and polish
* Performed quality control checks on all finished items
* Corizon Health Services Hospice Worker El Dorado, KS 2010 – 2016
* Assisted patients with physical disabilities with daily tasks at an institutional facility
* Worked closely with nursing staff to ensure proper care and all patient needs were met
* Recorded patient vital and documented important information for family members
* State of Kansas Janitor/Utility Worker El Dorado, KS 2009 – 2010
* Buffed hard surface flooring using high and low speed buffers and polishers
* Cleaned windows, bathrooms, carpeting and office areas as the job required
* Used a variety of commercial cleaning product to clean and sanitize work areas