

# MASON CARR

104 Gauguin Drive  
Martinsburg WV. 25403  
(703) 498-0478 – Mobile  
[Masoncarr648@yahoo.com](mailto:Masoncarr648@yahoo.com)

## EDUCATION

### **I.T. Entry Level Certification Course**

Administered through Google - Coursera

Online – 2019 – 2020

### **Wright State University – Dayton OH.**

August 2017 – January 2018

### **Marysville High School – Marysville OH.**

Graduate, Standard Diploma

June 2017

## WORK EXPERIENCE

### **HARMONY AT MARTINSBURG (Assisted Living Facility)**

*CONCIERGE – FRONT DESK*

January 2019 – Present

*January 2020 – Present*

- Staff the front desk of the facility
- Greet family and visitors
  - Sign them in
  - Make them aware of facility rules and regulations
  - Stop access after hours and for unauthorized individuals
  - Direct vendors to proper locations
- Answer phone calls
  - Route vendors to appropriate locations
  - Connect family and friends to residents
  - Provide information for internal calls from staff and residents
- Administrative tasks
  - Organizing files and invoices
  - Writing letters for directors and managers

### **DISHWASHER**

*January 2019 – January 2020*

- Responsible for washing all resident dishes and utensils as well as kitchen cookware and utensils
- Responsible for stocking cleaned dishes and utensils to their proper storage place
- Responsible to clean and organize the kitchen store room
- Responsible to clean and disinfect kitchen work tables and surfaces
- Responsible to put out trash and recyclables for pick-up

**MARTIN'S GROCERY STORE**  
*INVENTORY CREW MEMBER*

July 2018 – December 2018

- Received inventory when delivered
- Organized inventory into back-room storage
- Moved inventory to shelves and stocked shelves as needed
- Created and/or updated store-front and end-cap displays for sales and special occasions
- Cleaned back-room as inventory was moved out and stocked to ensure readiness for new inventory
- Assigned to other departments as needed

**(RELOCATED FROM OHIO TO WEST VIRGINIA)**

January 2018 – July 2018

**MEIJER DEPARTMENT STORE**  
*GM NIGHT STOCKER*

August 2017 – January 2018

- Restocked shelves in main store during overnight shifts
- Responsible for preparing and taking down displays for sales or other events
- Responsible for some cleaning

**TURKEY HILL CONVENIENCE STORE/GAS STATION**  
*CASHIER / STOCKER*

May 2016 – May 2017

- Worked the cash register at the front of the store
- Authorized pumps for gas sales
- Stocked and cleaned shelves for marketplace
- Received and stored inventory on deliveries

**KROGER GROCERY STORE**  
*COURTESY CLERK*

September 2014 – February 2015

- Bagged and carried the customer's groceries
- Cleaned the storefront and arranged displays
- Policed the parking lot and retrieved carts

**McDONALDS**  
*CREW MEMBER*

September 2012 – December 2013

- Worked the register and took orders from the customers
- Prepared food and drinks for the customers
- Cleaned the lounge area
- Policed the parking lot
- Managed back room stock

**SKILLS**

- Familiar with Microsoft Office Suite of Programs (Word, Excel, etc.)
- Familiar with basic networking and firewall protocols
- Proficient with computer and audio/visual equipment setup and connections
- Proficient on several varieties of cash registers
- Proficient with stock management and storage
- Physically proficient – capable of heavy lifting and moving