

**Roy Polk**

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**Objective**

*To seek employment in a position that I will be suited for, and to be a part of an organization where hard work is rewarded and career advancement is possible.*

**Experience**

*Dance Instructor, **Arthur Murray Dance Centers**, San Francisco, CA*

**December 2015 – Present**

- Preparing session plans and establishing course goals.
- Demonstrating method and procedure to pupils; also teaches students with disabilities.
- Observing and evaluating pupils' work to determine student progress or making suggestions for improvement.
- Conferring with student, parent, and counselor to resolve student problems.
- Accompanying students to dance recitals and theatres.
- Direct planning and supervision of student dance competitions.

*Delivery Driver, **Give Something Back Office Supplies**, San Leandro, CA*

**October 2014 - August 2015**

- Unload and load cargo/pallets with OSHA certified forklift.
- Maintain records, such as vehicle logs, records of cargo, billing statements, in accordance with regulations.
- Comply with all operational, security, safety policies and procedures.
- Obey traffic laws and follow standard CDL driving procedures.
- Lift packages varying in weight and size up to 100 lbs.
- Maintain records, such as vehicle logs, records of cargo, billing statements, in accordance with regulations.

*Courier, **FedEx Home Delivery**, Fairfield CA*

**October 2013 - October 2014**

- Deliver and pick up customer packages while providing excellent customer services.
- Support customers on any issues regarding features of services.

- Comply with all operational, security, safety policies and procedures Load a variety of packages from pallet to trucks.
- Obey traffic laws and follow standard CDL driving procedures.

*Deliver Driver, **The Sleep Train**, Oakland CA*

**October 2012 – September 2013**

- Deliver product to and pick up product from specified locations.
- Verify all items listed on the work order or sales ticket are loaded and delivered.
- Obey traffic laws and follow established traffic and transportation procedures.
- Maintain records, such as vehicle logs, records of cargo, billing statements, in accordance with regulations.

*Education*

- De Anza High School, Richmond, CA - 2007 Diploma
- Winona State University, Minnesota, MN – Undergraduate coursework

***Leadership and Community Involvement***

*Offensive Coordinator/Position Coach (Volunteer), **De Anza High School** Richmond, CA*

**February 2014 – February 2015**

- Orchestrate team practice, film study, and student study hall.
- Head of in game play calling and offensive schedule.
- Positional coach for quarterbacks and wide receivers.

***Accomplishments***

Improved student participation and student eligibility by 55 percent

*Skills*

- Provide excellent customer service to ensure customer experience is maximized.
- Ability to work well under pressure and change priorities
- Meet company quotas/expectations while working in a fast paced environment.
- Operate company handheld devices and read maps.
- Comply with safety policies and procedures. .

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