Jacob Wood

3702 SW Evelyn St. Portland, OR 97219  
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**Experience**

Laborer: HTI Polymer April 2013- Current

Portland, OR (425) 487-8911, Jeff Wood

• Properly maintained, stored, mixed, and applied/installed various epoxy industrial floors.

• Operated wide range of heavy machinery, including: 4"-18" concrete grinders, circular saw, etc.

• Traveled throughout country for undisclosed periods of time and with little notice

Operations Supervisor: OfficeMax January 2011- March 2013

Wauwatosa, WI (262) 783-8120, Kathy McIntire

• Executed daily managerial duties (opening/closing tasks, cash management) while directing employees, achieving strict store sales goals, and ensuring excellent customer service

• Maintained product inventory and merchandise appearance standards, processed corporate adjustments/recalls, adhered to and implemented loss prevention standards and policies, monitored operational reports and improved execution and implementation

• Provided support to store manager with scheduling, disciplinary action, training & development of employees, etc.

Busser: Red Robin Gourmet Burgers October 2006- May 2007

Bend, OR (541) 382-9234, Stu Basham

* Responsible for promptly clearing and cleaning table settings and consistently relieving servers and kitchen staff of various tasks, including: prep, greeting guests, serving food and beverages, etc.
* Provided exceptional customer service at all times, handling inquiries and concerns efficiently and promptly
* Assisted in opening and closing duties

**Education**

Portland State University, Portland, OR, 2006-2011

Bachelor of Science- History, June 2011

**Skills**

**• Communication**: Extensive experience with Turabian/Chicago & AP writing styles, exceptional listening skills.

**• Adaptability/Flexibility:** Easily adapts to new surroundings and thrives in fast-paced environments. Positive, sociable, open to new ideas.

**• Teamwork**: Resourceful team player with ability to contribute as member or leader.

**• Personal Skills**: Dependable, solid work ethic; committed to success, highly self-motivated, very upbeat and positive, highly organized, enthusiastic and eager learner, possess keen attention to detail.