

Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 📞 (555) 432-1000,
✉️ resumesample@example.com 🔗

SUMMARY

Ambitious student pursuing Computer Science degree eager to contribute developed knowledge in Delivery/supervisory role. Skilled in technical and teamwork. Adaptable and driven with strong work ethic and ability to thrive in team-based or individually motivated settings.

SKILLS

- Report creation
- Freight operations
- Adaptive team player
- Dependable and reliable
- Materials transport
- Skilled forklift operator
- Cargo handling
- Defensive driver training
- Report creation
- Storage procedures
- Reviewing records
- Personnel mentoring
- Reliable and trustworthy
- Critical thinking
- Data management
- Team management
- Friendly, positive attitude
- Basic math
- People skills
- Microsoft Office
- Team building
- First Aid/CPR

EXPERIENCE

AVIATION SUPPLY SPECIALIST 08/2017 to 05/2021

Chef Point Restaurant & Bar | Watauga, TX,

- Tracked, documented and updated the stock system with precise attention to detail and recordkeeping requirements.
- Coordinated materials delivery to units world-wide.
- Validated and processed requisitions for new unit supplies.
- Assisted with unit budgeting by entering accurate purchase orders and tracking exact expenses.
- Operated forklift to elevate or place merchandise in appropriate areas.
- Communicated effectively with members of public in often crowded and noisy environments.
- Received orders via phone, mail, fax and internet daily.
- Coordinated shipping and receiving schedules with production to assist in traffic control on docks.
- Packed over [Number] pounds of [Type] products daily while keeping detailed records of productivity and identifying areas for improvement.
- Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Monitored work areas for cleanliness and functionality and removed obstacles to promote safe work environment.
- Received deliveries, scanned packages and updated orders in internal database to enable efficient order processing and fulfillment.
- Replenished inventory with focus on addressing customer needs.

PREP COOK 01/2016 to 06/2017

Cemstone | Montgomery, MN,

- Adhered to all regulatory standards regarding safe and sanitary food prep.
- Maintained consistent quality and high accuracy when preparing identical dishes every day.
- Made all meals in accordance with company standards and requirements.
- Executed proper techniques when preparing menu item ingredients.
- Kept stations stocked and ready for use to maximize productivity.
- Rotated stock items and ingredients to maintain efficiency and freshness.
- Offered support to other stations during high-volume shifts to maintain optimal coverage and meet customer needs.
- Maintained clean and orderly appearance throughout kitchen and dining area.
- Dressed, seasoned and garnished appetizers and salads to prepare for food service.
- Cooked food following specific measurements and recipes.
- Grilled and deep fried various foods, including meats, potatoes and fish.
- Verified proper food preparation by regulating temperature of ovens, broilers, grills and roasters.
- Modified standard recipes to account for ingredient issues or customer requests, including allergen concerns.
- Assisted with dining room tasks by removing soiled dishes during meal service and returning to kitchen for washing.
- Offered support to other stations in high-volume shifts or as needed.
- Organized and labeled stock of ingredients to maintain needed inventory levels.
- Assisted with training and development of new talent.

DELIVERY DRIVER

11/2015 to 03/2016

Bags Inc. | City, STATE,

- Operated and maintained heavy equipment safely, including forklifts, stair climbers and pallet jacks.
- Operated manual and mechanical equipment safely to minimize injury and accident risks.
- Completed daily pre-trip inspection checklist before first delivery.
- Directed efficient product loading and checked load balance to prevent on-the-road incidents.
- Answered customer questions regarding shipments.
- Conferred frequently with dispatch to meet delivery schedule targets and incorporate late adjustments.
- Handled merchandise in accordance with product handling standards.
- Operated delivery vehicles **four** days per week, averaging **100 plus** miles on road and **over 100** customers served daily.
- Delivered rush merchandise on tight schedules to meet customer targets.
- Inspected and maintained gas, oil and water levels as well as tires, lights and brakes.
- Satisfied recordkeeping demands with accurate invoicing, shipping paperwork coordination and daily logs outlining field activities.
- Resolved customer complaints and adjusted orders.
- Completed order forms and collected payments to keep customer accounts current.
- Grouped and routed deliveries according to designated areas to maintain efficient delivery times.
- Obtained signatures on all invoices and credits to stay on top of paperwork requirements.
- Handled customer service complaints with utmost professionalism and knowledgeable responses to maintain trust and company loyalty.
- Communicated frequently with dispatch to relay route changes and delays impacting customer delivery timetables.

EDUCATION AND TRAINING

Bachelor of Science | Aviation Management And Operations

Florida Institute Of Technology-Melbourne, Melbourne, FL

GPA:

- Dean's List Honoree **semester one 2020**
- 3.2 GPA

High School Diploma |

06/2017

Olympia High School, Orlando, FL

GPA:

Technical Degree | Hotel And Resort Management

05/2016

Orange Technical College, Orlando, FL

GPA:

| Sports And Marketing Mangement

Orange Technical College, Orlando, FL

GPA:

- 3.85 GPA

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GPA:

ACCOMPLISHMENTS

- Consistently maintained high customer satisfaction ratings.
- Certificate of accommodation (USMC) and
- **Navy** and Marine Corps Achievement Medal