

Lorraine Nue

#15

5 pages

From: Trella Johnson El <trellajon@gmail.com>
Sent: Friday, July 31, 2015 11:27 PM
To: Church Office
Subject: RE: Cemetery (Building +Grounds Supervisor) Position
Attachments: Leonard Cover Letter.docx; Leonard Johnson Resume .docx

To Whom It May Concern:

I am applying for Cemetery (Building +Grounds Supervisor) position. I would welcome the opportunity to interview with you for any relevant positions you may have available.

Please accept my résumé and cover letter as proof of my skills and continuing strives for perfection and diligence.

Thank you and best regards,

Leonard Johnson-El

Dear Employer,

Please allow me to introduce myself to you and your colleagues. I am Leonard Johnson-El. I have worked extensively in the community within the following employment areas: Senior Counselor, Management, Customer Service, Sales, Marketing, Hospitality and Client Representation.

My skills in Customer Service and management are precise, strong and efficient. I see myself as a reliable, self-starter, proactive, out-going, a people person, respectful, ability to follow confidentiality protocols, demonstrate ability to handle multiple tasks and prioritize workload and committed person. I am open to learning and accepting new challenges. I would like to add that I am a team player, and pay attention to details. I would welcome the opportunity to interview with you for any relevant positions you may have available.

Please accept my résumé as proof of my skills and continuing strives for perfection and diligence.

Thank you and best regards,

Leonard Johnson-El

Leonard Johnson-El

Main: 202-680-2849

Ljohnsonel1956@gmail.com

Objectives: I want to bring to your attention the achievements, skills, strategic thinking, leadership abilities enabling me to exceed earnings goals and work ethic.

Computer Skills: Microsoft Word, Ten-key Calculator, Internet, Outlook,

Jos A. Bank-Falls Church, VA

Sales Manager

November 15, 2012-Current

- Key Holder-Open and close store, balance final register till
- Customer Service
- Dealing with customer queries and complaints
- Overseeing pricing and stock control
- Ensuring compliance with health and safety legislation
- Completes store operational requirements by scheduling and assigning employees; following up on work results.
- Ensures availability of merchandise and services by approving contracts; maintaining inventories.
- Contributes to team effort by accomplishing related results as needed
- Markets merchandise by studying advertising, sales promotion, and display plans; analyzing operating and financial statements for profitability ratios
- Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends
- Managing and motivating a team to increase sales and ensure efficiency;
- Managing stock levels and making key decisions about stock control
- Touring the sales floor regularly, talking to colleagues and customers, and identifying or resolving urgent issues

National Research-Washington, DC

Telemarketing

November 2006-December 2013

- Interviews inbound/outbound calls
- Conducting opinion polls related to politics,
- Reconcile consumer issues, general Marketing up sales

National Residential Services-Burtonsville, MD

November 2006- December 2009

Senior Counselor

Counselor duties: Monitoring youth(s) behavior patterns

- Recording residents attendants academics
- Prepared Nutrition meals
- Planned Activities (outdoor sports, art/ craft)
- Logged daily chart recorded

M.S. Youth Service- Germantown, MD
Counselor

June 2006-November 2006

- Transporting residents to and from appointments, monitor positive and negative behaviors
- Prepared nutrition meals Breakfast/Lunch/Dinner
- Logged daily chart

Collectable Gallery-Georgetown NW, Washington, DC
Operator Manager

March 2006-June 2006

- Opened & closed store , cleaning general areas
- Placed items on displayed, counted inventory, recycle collections and removal
- **Emergency care** (i.e. flooding from pipes, burst and septic)
- Customer service, sales representative
- Snow removal care, salting and plowing, unloaded and shipping incoming/outgoing
- **Floor care-** Dusted, mopped floors, moved over 75 lbs. equipment (heavy/light furniture)

Hollis & knights Limit, Georgetown NW, Washington, DC
Utility Tech

April 2003- March 2006

- **Preparation of Items Duties:** *Prepared showcase room*
- *Loading carpets, rolling carpets, packaged carpet for delivery*
- **Utilities Duties:** furniture relocation, furniture repairs and assemblies, stock inventory, cleaning equipment, upkeep store, vacuuming outside and inside, cleaned windows and surrounding areas
- Assisted with sales representative, displayed of merchandise closing store

Part-time Employment

The Ben Franklin, Washington, DC
Custodial

1985-1986

- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers,
- Extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.

International Monitory Fund Building, Washington, DC
Custodial

1982-1984

- Setup conference meetings & breakdown, Cleaned bathrooms, sanitized equipment
- Assisted with hosted duties, setup catering foods, Restock tissues, paper towels,

The Forrestal Building, Washington, DC

1982-1983

Custodial

- Wash walls and equipment; use ladders when required in work assignments.
- Lock and unlock assigned buildings: secure building when facilities are not in use
- checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.

Education

Coppin State University College (AS)

1992-1994

Sociology