

Jamel Douglas

Truck Driver-straight box [...]

District Heights, MD

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WORK EXPERIENCE

Truck Driver

CORT Business Services - Capital Heights, TN -

January 2018 to Present

Displaying great customer service while taking great safety precautions as a Truck driver / furniture installer driving a 26 foot box truck loading and unloading furniture for hotels , office companies , and disaster Home rental occupants

DRIVER

PERFECT SETTINGS EVENT RENTALS - Capital Heights, TN -

January 2015 to January 2017

Exhibiting great safety skills, while driving a variety of box trucks. In sizes of 26 foot box truck 24 foot box truck and also a 16 foot box truck. While loading and unloading the trucks through out the day and lifting 50 to 75 pounds, a completion of paperwork is also to be done along with pre truck check list

Manager

CUBE SMART SELF STORAGE - Temple Hills, MD -

2014 to 2016

Obtaining great customer service skills at all times. Training new employees on computer systems and running a store, taking payment from customers cleaning facilities making sure all units have locks. Taking phone calls showing the units to customers making sure the customer understood the terms and agreement of the lease when signing with our company

Teachers Aide

BALOU SENIOR HIGH SCHOOL - Washington, DC -

2011 to 2014

Assisting in the implementation of the daily program under the direction of the teacher. Assisting in planning and preparing the learning environment, setting up interest centers and preparing needed materials and

Career Experience

supplies. Supervising the classroom when the teacher is out of the room. Helping with general housekeeping and kitchen task. Assisting the teacher in any other appropriate ways. Maintaining professional attitudes and loyalty to the school. Treating all children with dignity and respect. Attending all staff meetings and recommended training programs and conferences. Participating in professional workshops that work for the improvement of early childhood education. Maintaining confidentiality about children, their families, and other employees outside the school. Supervising outside playground activities. Helping with the operations of audio/visual aids (projectors, etc.). Follow directions given by head teacher or immediate supervisor.

Security Officer

ALLIED BARTON SECURITY - Silver Spring, MD -

2009 to 2011

Train new employees on company policy and procedures. Prepare reports of daily activities and irregularities such as equipment and or property damage, theft, presences of unauthorized persons or unusual occurrences. Provide surveillance of company property through CCTV and property patrol. Issue ID cards to employees and visitors to ensure all associates, visitor, contractors, and delivery persons follow proper access procedures.

Security Officer

BTI SECURITY - Washington, DC -

2009 to 2009

Patrolled assigned areas on foot to ensure personal, building and equipment security. Monitored cameras and conduct post checks every hour. Checked and scanned badges and run x-ray machine of incoming items. Created and update badges for building employees.

Security Officer

ALEXANDER SECURITY - Brandywine, MD -

2008 to 2009

Observed and reported activities and incidents at an assigned client site. Provided security and safety of client property and personnel. Made periodic tours to check for irregularities and inspected protection devices. Preserved order and enforced regulations for the site.

Stock Person

MACY'S DEPARTMENT STORE - Washington, DC -

2007 to 2008

Received, stored, and issued sales floor merchandise. Stocked shelves, racks, cases, bins, and tables with merchandise and arranged merchandise displays to attract customers. Periodically took physical count of stock or check and mark merchandise.

Staff

EBONY BARBERS - Washington, DC -

2005 to 2007

Greeted client and assisted clients with general information. Received and stocked supplies.

Career Experience

Sanitized workstations, tools and maintained establishment. Ran errands as needed. Logged inventory handled cash.

EDUCATION

High School Diploma

MARGARET MURRAY WASHINGTON SENIOR HIGH SCHOOL - Washington, DC

2006

SKILLS

CUSTOMER SERVICE (2 years), RECEPTIONIST (2 years), RETAIL SALES (2 years), ORGANIZATIONAL SKILLS (Less than 1 year), PATIENCE (Less than 1 year)

ADDITIONAL INFORMATION

. Core competencies include:

- Administrative Skills • Flexibility • Attention to Detail
- Organizational Skills • Patience • Customer Service
- Excellent Communicator • Ethics • Integrity/Honesty