

BILL M. JEFFERSON

(702) 986-9388 (mobile)

wm.jeff@gmail.com

OBJECTIVE

Excellent communicator with management experience seeking service position.

EDUCATION

City College of San Francisco

Sept 2022 – Present

- Studio Arts Major; Expected graduation: December 2026

EXPERIENCE

United States Postal Service, San Francisco

Jan 2023 – Aug 2023

Mail Handler Assistant

- Unloaded and separated mail from trucks for dispatch to other conveying units; carried mail to distributors for processing and separated outgoing bulk mails for dispatch.
- Handled sacks and empty equipment; inspected empty equipment for mail and restrung sacks.
- Operates stamp cancelling machines and equipment and machinery assigned to the jurisdiction of the mail handler.

San Francisco Clean City

May 2022 – Aug 2022

Crew Maintenance Worker

- Cleaned and removed debris from sidewalks, curbs, and tree wells in different areas in San Francisco.
- Participated in planting, shaping beds, path construction, and general landscape maintenance duties.
- Worked as part of a crew to create and maintain urban gardens using environmentally supportive methods.
- Attended workshops on landscape maintenance, safety, plant propagation, composting, and recycling.

Jack-In-The-Box, San Francisco

May 2018 – Sep 2019

Shift Manager

- Worked with and directed associates in daily operations of quick-service restaurant incl. food preparation, cleanliness and upkeep of both dining and service areas.
- Operated POS register to process cash, charge, and miscellaneous transactions; provided excellent customer service while meeting budgets.
- Managed employee breaks and shift changes; processed summary reports for each shift.
- Maintained health and safety standards for entire restaurant, both service and dining areas

Sol Rouge Vineyard and Winery/

Jul 2013 – May 2015

The Winery San Francisco, San Francisco, CA

Front-of-House Associate + Inventory Manager

- Worked with Front of House staff to ensure smooth operation of home retail location and three unique satellites; responsible for set-up, teardown, and upkeep of all sites incl. furnishings, equipment, and stock and supplies.
- Maintained complete inventory of all available wine; kept management informed with updates regularly.
- Built an orderly and favorable environment for sales associates to achieve goals.
- Designed menus, advertisements, and other signage for sites based on inventory, supervisory, and sales demands.
- Processed wine shipments for both wholesale and direct-to-customer sales – all outgoing transfers of wine