

JEFFREY WILLIAMS

5816 newhall rd Durham, NC, 27713 (919) 525-5679 praylovefam@gmail.com

WORK EXPERIENCE

Durham Coop, Durham, NC

Shift Lead, Feb 2016 – Jul 2018

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

John DeereTurf Care, Fuquay Varina, NC

Product Assembler& Performance Tester, Nov 2014 – Dec 2015

- Rotate through all the tasks required in a particular production process.
- Perform quality checks on products and parts.

American Gold Label , Raleigh, NC

Meat Distributor, Nov 2013 – Oct 2014

- Demonstrate or explain products, methods, or services to persuade customers to purchase products or use services.
- Provide product samples, coupons, informational brochures, or other incentives to persuade people to buy products.

Recycling Tech., Morrisville, NC

Sorter, Mar 2010 – Sep 2013

- Discard or reject products, materials, or equipment not meeting specifications.
- Sort materials, such as metals, glass, wood, paper or plastics, into appropriate containers for recycling.
- Operate forklifts, pallet jacks, power lifts, or front-end loaders to load bales, bundles, or other heavy items onto trucks for shipping to smelters or other recycled materials processing facilities.
- Operate balers to compress recyclable materials into bundles or bales.
- Operate shredders to reclaim steel from discarded appliances.

Jimmy Johns, Durham, NC

Asst. Manager, May 2009 – Feb 2010

- Manage staff, preparing work schedules and assigning specific duties.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.
- Manage the movement of goods into and out of production facilities.

Integral Resouces, Durham, NC

Telemarketer, Mar 2008 – Apr 2009

- Obtain customer information such as name, address, and payment method, and enter orders into computers.
- Contact businesses or private individuals by telephone in order to solicit sales for goods or services, or to request donations for charitable causes.
- Deliver prepared sales talks, reading from scripts that describe products or services, in order to persuade potential customers to purchase a product or service or to make a donation.

Crocs, Durham, NC

Asst. Manager, Apr 2007 – Feb 2008

- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Resolve customer complaints regarding sales and service.
- Determine price schedules and discount rates.

CheeseCake Factory, Durham, NC

Busser, Jan 2007 – May 2007

- Set tables with clean linens, condiments, or other supplies.
- Wipe tables or seats with dampened cloths or replace dirty tablecloths.
- Maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, or trays.
- Serve ice water, coffee, rolls, or butter to patrons.
- Carry food, dishes, trays, or silverware from kitchens or supply departments to serving counters.

Durham Technical Community College, Durham, NC

Mail Clerk, Feb 2006 – Nov 2006

- Deliver or route materials to departments, using work devices, such as handtruck, conveyor, or sorting bins.
- Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.
- Place incoming or outgoing letters or packages into sacks or bins based on destination or type, and place identifying tags on sacks or bins.
- Sort and route incoming mail, and collect outgoing mail, using carts as necessary.
- Lift and unload containers of mail or parcels onto equipment for transportation to sortation stations.

Target, Durham, NC

Stocker, Sep 2003 – Jun 2004

EDUCATION

Hillside

Durham, NC

High School Diploma (May 2004)

REFERENCES

CURTIS POOLE, Produce Manager, Durham Coop

(919) 519-0802 - Friend

BENARD BRANSON WEST, Substitute Teacher, Durham Public Schools

(919) 685-2263 - Mentor

BARBRA BARON, Accountant , Duke

(919) 605-3908 - Client