

# Jean Gareffa

**Auditor - Hutchinson**

Thornton, CO

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## WORK EXPERIENCE

### **Auditor**

Hutchinson - Church Hill, TN - January 2014 to Present

Checked part for automobile

### **Temporary Warehouse Associate**

ResourcesMFG - November 2013 to January 2014

Checked parts for automobile

### **Temporary Warehouse Associate**

Staffmark - Morristown, TN - September 2013 to November 2013

Chicken Factory and assembly

### **BDS Marketing**

Staffmark - Irvine, CA - September 2013 to November 2013

Traveler Merchandiser

- Travel nationally among retail stores to conduct merchandising projects
- Utilize plan-o-grams to build store retail displays based on company's home office/corporate specifications
- Stock general merchandise per location until project sets are complete

### **Temporary Warehouse Associate**

Filtrona - Greensboro, NC - April 2013 to June 2013

Machine Operator for cigarettes filters

### **Traveler Merchandiser**

Davaco Inc - Dallas, TX - May 2011 to February 2013

Travel nationally among retail stores to conduct merchandising projects

- Utilize plan-o-grams to build store retail displays based on company's home office/corporate specifications
- Stock general merchandise per location until project sets are complete

### **Traveler Merchandiser**

Powerhouse - Crowley, TX - September 2012 to December 2012

Travel nationally among retail stores to conduct merchandising projects

- Utilize plan-o-grams to build store retail displays based on company's home office/corporate specifications
- Stock general merchandise per location until project sets are complete

### **Temporary Warehouse Associate**

Kane and Able Warehouse - New Century, KS - April 2011 to May 2011

Worked on special project to re-pack products for retail organization

- Packed products for special advertising promotion

### **Housekeeping Service for Villas**

Errol Estates Country Club - Apopka, FL - August 2009 to February 2010

Responsible for providing housekeeping services at villas within high-end golf resort

- Managed cleaning of bed linens, towels, restrooms, and kitchen areas
- Kept areas neat and orderly to provide exceptional guest service

### **Binder Helper**

Progressive Communications - Lake Mary, FL - January 2003 to January 2008

Assembled papers by order, folded brochures and stapled booklets as required by project specifications

- Handling bindery
- Packed and shipped products for delivery

### **Image Temporary Service**

Pro-Image Temporary Service - Altamonte Springs, FL - September 2001 to December 2003

Various Temporary Assignments

- Worked a variety of temporary assignments to include assembly, welding and soldering
- Items included car parts, refrigerator coolant coils and lawn sprinklers

## **EDUCATION**

### **High School Diploma**

Apopka High School - Apopka, FL

## **ADDITIONAL INFORMATION**

A dedicated and hard-working professional with a varied background in areas including assembly, merchandising, and warehouse. A team player with strong time management skills, seeking a position in which to demonstrate my acquired experience, knowledge and commitment to career excellence. Additional skills include:

Troubleshooting ~ Problem-Solving ~ Assembly ~ Merchandising ~ Simple Welding/Soldering  
Time Management ~ Basic Computer Skills ~ Internet Research/Email Proficiency ~ Data Entry