

Gary W. Robertson Jr
213 COUNTRY PLACE LANE
LYNCHBURG, VA 24501
Phone: 434-485-9620
Alt Phone: 434-941-5828
gwrobertsonjr@yahoo.com

Abilities

MS Office Suite, Outlook	Excellent Customer Service
SymiSoft, Kofax, Epi Data	Human Relations Training
Apache Derby, Clarion, Oracle	Excellent Computer Skills
UniSystems RD2200, UniVerse	Certified Fork Lift & Motorized Pallet
Quicken Books, C , Quicken Advanced	Order Selector, Reach Truck

Employment History

Teller

05/2014 - Current Bank of America 2200 Langhorne Rd, Lynchburg, VA

1) Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.

2) Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.

3) Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.

4) Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.

5) Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.

6) Count currency, coins, and checks received, by hand or using currency-counting machine, in order to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank.

DSA II

06/2013 - 04/2014 Central Virginia Training Ctr 521 Colony Rd, Madison Heights, VA

Process all claims of mistreatment of residence and investigate issues that occur and provide resolutions to fix said issues, assist in providing needs such as bathing, providing meals., clothing, and basic medical needs as required

Customer Service Representative (CSR)

07/2012 - 03/2013 Inservice Americia Lynchburg, VA

Acts as a bridge between the customer and the company that the customer is buying from. Customer's expect the customer service department to be helpful, friendly and efficient. Telecommunications call center agent.

Sales Supervisor

07/2010 - 08/2011

Goodwill Industrys Of The
Valley

Lynchburg, VA

Sales Supervisor position is the operation shift leader and manager on duty. My duty's include but are not limited to customer assistance, Employee relations, book keeping and accounting, day to day store operations, opening and closing.

Packer

01/2006 - 07/2009

Frito-Lay North America

Lynchburg, VA

I was in the last person to see and handle the product before it was to reach the store and the customer.

Sales Associate

01/2006 - 07/2006

AAFES

San Antonio, TX

I was in charge of stocking and sales of House Wares. I also was responsible for promotion and product promotion.

Asst. Manager

04/2005 - 05/2006

Family Dollar

Sam Houston, TX

I was in charge of all management dutys including but not limited opening and closing, product placement , stocking, and retail sales.

PHARMACY TECHNICIAN

10/2002 - 10/2005

US ARMY

San Antonio, TX

SUPPLY, PRODUCTION, DISPENSING, DISPATCHING, CUSTOMER CARE, BASICARMY DUTIES

SALES

07/2001 - 09/2002

JIM MITCHELL HYUNDAI

SALES, CLEAN UP, PROMOTION, MARKETING

Education History

Completion Date	Issuing Institution	Location	Qualification	Course of Study
01/2003	U. S. Army Academy of Health Sciences	TX	Vocational School Certificate	Pharmacy Technician
Trained and Certified to perform the duties of Pharmacy Technician / Assistant in Hospital and Clinic Settings under the supervision of a certified pharmacist.				
06/2001	Heritage High School	VA	High School Diploma	Advanced High School Curriculum

* Advanced High School Diploma

* Brotherhood Award - For Community Service

Certifications

Certification Title	Issuing Organization	Completion Date	Expiration Date
CPR First Aid	Central Virginia Training School	07/2013	07/2015
TOVA	Central Virginia Training Center	07/2013	07/2014
Fork Lift Stand Up	Frito-Lay	09/2008	09/2010
CPR First Aid	U.S. Army	03/2002	03/2013

Honors

Brotherhood Award winner- For a commitment to understanding and peace in the community.

Additional Information

* Proficient in Microsoft Office Suite (Word, Excel etc.)

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* Excellent References Available Upon Request.