

# Alvin Clements

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## OBJECTIVE

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I'm a Dependable Self motivated Worker with a variety of trades who has a lot to offer to any Company who is looking for a long term investment.

## WORK EXPERIENCE

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**Noble Home Furnishing** , Miami, Fl 01/2015 - 05/2018  
*Warehouse Supervisor/Forklift Operator*

- Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
- Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements
- Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.

**McDonalds**, Miami, Florida 01/2015 - 05/2018  
*Assistant Manager*

- Ensure top quality service provision via consistent supervision of team members
- Oversee activities in the kitchen to ensure top quality foods are prepared
- Schedule, train, and hire personnel for food service
- Oversee complete cleanliness and tidiness of the outlet
- Resolve quickly any complaint or issue related to food quality

## EDUCATION

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**Miami Central Senior high** Miami, Florida 2006  
High School Diploma

## SKILLS

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- Time Management
- Leadership
- Work Ethics
- Communication
- Critical Thinking