

# Christopher L. Jones

108 Jayside Lane Ft. Myers, FL 33936  
Phone: (239) 940-4383 or (863)677-4469  
Email:cljones3477@gmail.com

*Organized\* Dependable\* Skilled\* Punctual.*

## Qualifications:

- Ability to demonstrate knowledge of the relevant proper use of equipment, policies, procedures, and strategies to promote effective operations for the protection of people, property, and the institutions.
- Possess excellent oral and written communication skills.
- Multi-task with attention to detail.
- Exhibit exceptional Customer Service relations.
- Ability to maintain a professional demeanor while completing job duties, and dealing with customers.

## Experience:

2014-2016 **Logistic Coordinator** EMCYTE Ft. Myers, FL

Examine shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy. Record shipment data, such as weight, charges, space availability, damages, or discrepancies, for reporting, accounting, or recordkeeping purposes. Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials. Confer or correspond with establishment representatives to rectify problems, such as damages, shortages, or nonconformance to specifications. Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.

2012-2014 **Cook** Five Guys Restaurant Ft. Myers, FL

Grill, cook, and fry foods per customers' order. Clean food preparation equipment, work areas, and counters or tables. Take orders from customers and cook foods requiring short preparation times, according to customer requirements. Grill and garnish hamburgers or other meats, such as steaks and chops. Restock kitchen supplies, rotate food, and stamp the time and date on food in coolers.

2011-2012 **Inventory Clerk** WIS International Ft. Myers, FL

Implement or monitor processes to reduce property or financial losses. Investigate known or suspected internal theft, external theft, or vendor fraud. Collaborate with law enforcement agencies to report or investigate crimes. Conduct store audits to identify problem areas or procedural deficiencies. Identify and report merchandise or stock shortages. Inspect buildings, equipment, or access points to determine security risks. Maintain documentation or reports on security-related incidents or investigations. Monitor compliance with standard operating procedures for loss prevention, physical security, or risk management. Perform covert surveillance of areas susceptible to loss, such as loading docks, distribution centers, or warehouses.

2010-2011 **Security Guard** Padgett Security Clewiston, FL / AK Security Ft. Myers, FL

Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons. Answer alarms and investigate disturbances. Circulate among visitors, patrons, or employees to preserve order and protect property. Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates. Escort or drive motor vehicle to transport individuals to specified locations or to provide personal protection. Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas. Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed. Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

2005-2010 **Maintenance Worker** Space Designs Ft. Myers, FL

Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices. Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate. Inspect, operate, or test machinery or equipment to diagnose machine malfunctions. Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary. Assemble, install, or repair wiring, electrical or electronic components, pipe systems,

plumbing, machinery, or equipment. Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following checklists. Clean or lubricate shafts, bearings, gears, or other parts of machinery. Adjust functional parts of devices or control instruments, using hand tools, levels, plumb bobs, or straightedges. Repair or replace defective equipment parts, using hand tools and power tools, and reassemble equipment. Record type and cost of maintenance or repair work.

2000-2004      **Stock Clerk**      Nursing Care Referral Service      Ft. Myers, FL

Receive and count stock items, and record data manually or using computer. Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards. Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors. Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas. Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment. Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations. Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities. Keep records on the use and/or damage of stock or stock handling equipment. Examine and inspect stock items for wear or defects, reporting any damage to supervisors. Provide assistance or direction to other stockroom, warehouse, or storage yard workers.

**Education:**

1992-1996      Ft. Myers Senior High School      Ft. Myers, FL

**References:**

*Professional*

Alice Bellamy (863) 677-4469 16 years Owner Nursing Care Referral Service  
West Palm Beach, FL

Barbara Mills (561) 702-6963 11 years Supervisor Space Designs Ft. Myers, FL

Ty Williams (561) 729-5942 10 years Co-Worker Ft. Myers, FL

AK Security  
3390 Kori Rd. Ste #2  
Jacksonville, FL 32257  
(904) 332-4060  
Alex Karsov  
\$10.00 per hour  
2/2011-10/2011  
Security guard

Inventory Clerk  
\$12.00 per hr.  
Alex

Padgett Security  
Clewiston, FL  
Ronnie Padgett  
3/2010-8/2010  
Security guard

Space Designs  
Ft. Myers, FL 33916  
Barbara Mills  
(561) 902-6963  
Maintenance Worker  
\$13.00 per hour  
01/2005- 2/2010

WIS International USA  
9265 Sky Park Court  
Suite 100  
San Diego, CA 92123  
800-888-8210

Nursing Care Referral  
Ft. Myers, FL 33901

Alice Bellamy  
(863) 677-4469  
Stock Clerk  
\$11.00 per hour  
4/2000- 12/2004