

GREGORY D. JACKSON, JR

5294 Fairplay Street, Denver, CO 80239

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AREAS OF SKILL AND EXPERTISE

- Effective Customer Service
- Energetic Achiever and Communicator with Strong Listening Skills
- Effective Problem Solving Skills
- Punctual & Reliable
- Strong Work Ethic
- Effective Computer Skills
- Planning and Organizing Skills
- Proficient in Various Computer Programs
- Effective Leadership Skills
- Strong Sense of Initiative & Enterprise
- Flexibility & Adaptability
- Management
- Delivery Operations
- Inventory Control (Cycle Count)
- 3+ Years Driving
- Shipping, Receiving & Returns
- Collegiate Athlete

EMPLOYERS

MBS Concrete

2008-2012

Flagship Help Center

2012-2015

Healthstyles E.E.

2015-2018

Crossville Studios

2018-Present

Warehouse/Driver, Warehouse Supervisor

Community Outreach, Youth Advocate, Program Assistant

Driver/Warehouse, Retail Sales, Delivery Manager

Design Room/Warehouse Supervisor

SKILLS SUMMARY

- Gained knowledge of various functions, operations and mission of a variety of departments.
- Strong interpersonal relationship building and employee coaching and development skills.
- Management & supervision over various departments and several employees
- Collecting timekeeping information. Accurately incorporating necessary deductions into a payroll system.
- Calculating totals and volumes; entering or scanning appropriate data into the system
- Knowledge of various warehouse management systems.
- Demonstrating effective customer service while gaining experience in inbound sales
- Management of customer accounts and purchase orders
- Installation of various equipment inside and outside of residential & commercial customers
- Ability to use a variety of hand tools, power tools and various warehouse machines
- Organizing and planning specific programs and events to various demographics
- Demonstrating strong leadership skills to directly affect and influence our team and clients
- Connecting with the public to promote the mission of each program provided and recruit new volunteers and clients. Establishing strong relationships throughout the community.
- Assisting in career training, job readiness training and life skills preparation.
- The ability to adjust and learn in every environment

EDUCATION

Denver South High School
Denver, CO
2007-2011

University of Nevada Las Vegas
Las Vegas, NV
2014-2016
Exercise Science

REFERENCES

Angela Abney
Director
Flagship Help Center
303.371.6351

Matthew Basky
Owner
MBS Concrete
720.329.5540

Trevor Lee
Manager
Healthstyles E.E.
720.308.0021