

## Kelsey Sikkink

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**From:** Darren Smith <aea4ee11ecb2330da7bddb4208f7b6d0@reply.craigslist.org>  
**Sent:** Monday, October 13, 2014 10:07 AM  
**To:** qgfwj-4710193048@job.craigslist.org  
**Subject:** Warehouse Positions-Reichel Foods

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## Darren Smith Jr.

### Objective:

To secure a position with a company that will utilize my leadership skills, and enhance my factory and warehouse experience while providing a work environment in which potential and motivation lead to career advancement.

### Experience:

01/06/14 to 06/26/2014 Arnolds Supply Rochester, MN

#### Mayo Clinic Janitor

- Sweep and mop floors.
- Clean buildings by emptying trash, sweeping, and cleaning surfaces.
- Use cleaning solutions to remove stains and clean surfaces.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture and scrub surfaces clean.
- Clean and service restrooms with mops and disinfectants.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.

08/05/11 to 04/12/12 Reichel Foods Shipping & Receiving Rochester, MN

#### Forklift Operator

- Loading and Unloading Trailers (semi-trucks)

- Lifting pallets (up to 75 lbs)
- Driving Forklift with caution and safety
- Storing product in racking (3 stories high, 4 rows deep)
- Maintain a clean warehouse and work station

07/15/11 to 08/02/11 - 06/17/2013 to 10/7/2013 Senca Foods Production/Canned Warehouse Rochester, MN

### **Lab Specialist/Machine Operator**

- Testing product twice every hour.(record weight & temperature)
- Lifting cardboard (up to 50lbs)
- Keeping a clean work station
- Depal (Using machine: Place cans from pallet to table, keeping track of how much product is needed and being used. Also remove any damaged cans from pallet.)
- Labeler (Using hands: Load label machine with the right label and product code. Keep machine clear of damage cans, can cause machine not to operate right.)

06/03/08 to 03/08/11 – 08/18/2014 to Current Subway Sandwiches Rochester, MN

### **Shift Lead/Closer**

- Train all new employees
- Cashier and handled 2nd shift bank deposits
- Handled all catering orders token
- Baked all bread needed for 2nd shift and the following morning
- Cleaned entire store at the end of each shift
- Stored all product in cooler and freezer at the end of each shift
- Made sure store was prepared for morning shift

12/10/2006 to 04/04/2008 T.G.I Fridays Rochester, MN

### **Host/Server**

- Greet all customers with a smile, and show them to their tables
- Keep all tables and chairs clean
- Help servers bring food and drinks to their proper tables
- Memorize menu and all specials while customers place their orders
- Help other servers with big orders

### **Education:**

01/2009 to 05/2011 Rochester Community & Tech College

09/2006 to 05/2008 Rochester Century High School

**\*References available upon request\***

<http://rmn.craigslist.org/lab/4710193048.html>

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