

# Kelvin Cholmondeley

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## Education:

Kaplan University. AS in Communications. Awarded Deans List with Honors Certificate  
G.P.A. 3.7 & 3.9.

## Professional Experience:

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*Target Inc.*

**September 2017 – December 2019**

*Brooklyn, NY*

*Inbound Expert/ Overnight Stock Expert/ Cooler-Freezer & Market Stocker/ Global Team  
Member/ Team Trainer/ Acting Team Leader*

- Overnight Inbound unloading of trucks & sorting by location. Setting up shipping and receiving loading dock with use of pallet jacks, power jack, and Crowne.
- Unpacking and sorting Push items and merchandise to correct locations on the sales floor by knowledge of DPCI's and store floor plan. Back stocking and Backroom knowledge as well as stockroom stock with use of handheld scanners Zebra & PDA.
- Cooler / Freezer included replenishing and restocking of dairy and non-dairy sections with correct items. Same also with freezer sections. Knowledge of the cooler and freezer items by quantity and by freshness, kept food fresh and up to date, removal of expired foods and dairy products using QMOS, & cleanliness of both cooler / freezer.
- Trained and supervised new Team Members with Target standards of stocking and back-stocking merchandise and Market items as well. Also encouraged good team morale and pushed Team members to achieve stronger work ethics. Acting Team Lead for 1 ½ years in which I supervised both floors and various sections within and throughout the store.

**Fordham University**

**August 2016 – September 2016**

*Maintenance worker / Porter*

*Bronx, NY*

- Keep all public areas of the dorm clean, stock and supply designated facility areas, dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning.
- Carry out heavy cleansing tasks and special projects. Notify management of occurring deficiencies or needs for repairs. Make adjustments and repairs.
- Cooperate with the rest of the staff & follow all health and safety regulations

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**T.G.I. Office Automaton**

*Courier*

*NY*

**December 2015 - August 2016**

*Brooklyn,*

- Walk, and/or use public transportation means, in order to reach destinations to deliver parts & materials. Plan and follow the most efficient routes for delivery.
- Load mini hand trucks with listed goods, ensuring goods are loaded correctly and taking precautions with hazardous goods.
- Unload and sort items along delivery routes, while planning and following the most efficient routes for delivery. Signatures are a must on every part.
- Receive messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, two-way radio, iPhone or in person.

**SAFE HORIZON**

*Building & Property Maintenance*

**November 2014 – September 2015**

*Jamaica Queens*

- Inspect buildings, equipment and appliances for functionality, checking for faults and fixing them where they exist to keep all things running and functioning properly; also, make provision for replacement of old and damaged appliances.
- Diagnose problems with appliances and facilitate their prompt repairs for the convenience of property users, and carry out repairs on minor problems, such as light fixtures, clogged toilets, leakages, peeling wall and furniture -Painting/coloring, and other maintenance tasks for apartments.
- Responsible for diagnosing and solving different problems in an apartment complex, such as repairing flooring & Walls, fixing electrical switches, unclogging drains, checking fluid levels, etc. broken windows, carpet repair and installation, door repair, and screen repair duties on a regular basis. Clean and prepare vacated buildings and rooms, getting them ready for new occupants to move in. Consistently kept a log & preventative maintenance tasks to make sure that buildings do not deteriorate and all is functioning smoothly.
- Maintain open communication with property owners, liaising with consultants and property managers for information regarding operations, renovations, and authorizations.

**FOOD SERVICES -**

*Pomegranate Market - Jewish Cuisine*

*NY*

**December 2013 – November 2014**

*Coney Island,*

- Food prep & Line Cook for kosher Jewish cuisine in Dairy & Non-Dairy kitchen. Responsible for cutting, peeling, cooking, and all other food prep duties.

**WATER LILLIES**

**September 2012 – December 2013**

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*Food Prep / Handler/ Cook*

*Astoria, NY*

- Responsible for prepping food in a factory production line setting. Prep and cook a variety of foods according to customers' orders, recipe and/or supervisors' instructions, following approved procedures.
- Required to follow health safety guidelines of handling food and keeping cooking areas clean and bacteria-free. Daily USDA check of machines, work areas, equipment, utensils, dishes, and silverware. Unloading trucks and knowledge of ingredients and food items to correct departments. Supervisory role of the production line.

**ADECCO / CITIGROUP**

**March 2010 – May 2011**

*Porter / Material Handler / Messenger Center*

*Greenwich Village,*

*NY*

- Shipping and Receiving Clerk (loading dock), Operating RF scanners and other hand-held devices for mail couriers DHL, UPS, FEDEX, etc. Counted, weighed and measured items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders and other records.
- Unpacked and examined incoming shipments, rejected damaged items, recorded shortages and corresponded with shipper to rectify damages and shortages. Verified and kept records on incoming and outgoing shipments. Maintained inventory of shipping materials and supplies. Storing and stacking materials according to company standards.
- Utilizing manual lifts, reach trucks and transfer equipment (requires applicable safety and operational training) Power / manual jacks, flatbeds, used to circulate supplies, U.S. Mail and large shipments of computer hardware and software equipment.

**Career Blazers / Nautica Enterprise, Inc.**

**June 2008 – May 2009**

*Showrooms / Office Services / Porter*

*New York, NY*

- Provided support duties to the organization as needed. Distributes incoming mails and prepares outgoing mail for shipping using postage meter. Acts as a backup receptionist and provides administrative services to staffs by copying documents, getting office supplies and kitchen supplies. Performs general maintenance of the facility and office equipment, Set-up showrooms for market season and sales meeting.
- Tagged and labeled clothes, record quantity via computer and scanners.
- Maintenance: Office set – up and assembly, trash and equipment pick-up and disposal.

**SKILLS:** *Maintenance, Contracting, Retail, Retail Stock, Shipping & Receiving, Internet, Email, communication, Team Player, Supervisory, Inter & Intra -Personal skills, Customer Service, organizational,*

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