

# CLAYTON T BOLTON

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## Summary

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To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

## Experience

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### Driver

April 2015

**Lyft - Uber - Wingz** - Denver, CO

Provide rides throughout greater Denver metropolitan area, scheduled airport rides to and from DiA.

### Fueler

May 2014 to July 2015

**ASIG** - Denver, CO

- aircraft services international group.
  - Perform fueling in safe and efficient manner.
  - Responsible for accurate accounting of fuel transactions.
  - Perform daily Quality Control checks on equipment.
  - Maintain equipment in clean and functional condition.
  - Ensure the correct loading and balancing of fuel.
  - Responsible for defueling aircraft as directed.
  - Use fuel trucks, hydrant carts and stationary carts to fuel aircraft.
  - Responsible for deicing aircraft as required.
- meet the Station's attendance standards.

### Equipment operator

December 2013 to January 2014

**Waste Management inc** - Denver, CO

Safely operate an international press and shearer machine for baling Ferrous + Non-Ferrous, Plastics, Films, Mixed Paper, Tubes, Cardboard, Municipal Solid Waste + more.

### Sorter

December 2013 to January 2014

**Waste Management Inc** - Denver, CO

- Precise duties depend on the type of waste involved and the degree to which the recycling plant is automated.
- Materials arrive unsorted, such as all aluminum cans or all cardboard boxes, trash, etc.
- The sorter's duty is to ensure that no other materials are present.
- They typically observe materials moving past them on a conveyor belt and remove any that do not belong. Sorters may also work at the point where materials enter the equipment to remove waste that could potentially damage the sorting equipment.

May 2013 to August 2013

**US POST OFFICE** - Denver, CO

Deliver parcels and letters to residents of Littleton, CO.

October 2010 to May 2013

**UNITED NATURAL FOODS INC** - AURORA, CO

RETURNS PROCESSOR PROCESS RETURNS UTILIZING A HANDHELD RF INFRARED SCANNER TO TRACK AND IDENTIFY RETURNED ITEMS, ASSIGNED TO A STORE, CUSTOMER OR ACCOUNT

- ASSIGN A DISPOSITION FOR RETURNED PRODUCT PHYSICALLY SORT FOR PROCESSING.
  - DISTINGUISH BETWEEN RETURN REASONS AND PHYSICAL DISPOSITION.
- RESPONSIBLE FOR STAGING SALEABLE MERCHANDISE BY A PUT AWAY ZONE AND TRACKING UN-SALEABLE MERCHANDISE.

October 2010 to October 2011

## **UNITED NATURAL FOODS INC - AURORA, CO**

- INVENTORY CONTROL CLERK Inspects all products for grade, quality and condition Monitors produce section of the warehouse for cleanliness and temperature Prepare reports such as inventory, balance, shortages and discrepancies by type Model and cultivate effective inter-department and inter-facility communications Participate in daily physical inventory as needed Monitor quality and accuracy of rack labeling and signage Operate High Reach Forklift safely as required Performs other duties as assigned ( customer returns, damage product, etc.

August 2008 to October 2010

### **Denver Public School - Denver, CO**

- PT CUSTODIAN.
- Kept assigned buildings, offices, and recreation rooms clean, orderly, and supplied with necessary paper articles.
- Prepared rooms for meetings or other activities.
- Performed related duties as required ( i.e.
- vacuuming classrooms, clean restrooms.

## **INVENTORY CONTROL CLERK**

February 2008 to September 2010

### **Whole Foods Distribution - Denver, CO**

- Contained and maintained records of quantity, type, value of product and supplies Inspected all products for grade, quality and condition Monitored produce section of the warehouse for cleanliness and accurate temperature.
- **Compiled and maintained procurement records such as purchase history, cost, required certifications and documents.**
- Prepared reports such as inventory, balance, shortages and discrepancies by type.
- **Updated Cycle Count Log Daily.**
- Sustained exceptional level of knowledge/awareness of relevant competitors and industry trends.
- Modeled and cultivated effective inter-department and inter-facility communications.
- **Participated in quarterly physical inventory or as needed.**
- Monitored quality and accuracy of rack labeling and signage.
- Replaced damaged or inaccurate labeling or signage.
- **Monitored inventory levels, performed cycle counts and audits.**
- Performed other duties as needed (customer returns, damaged product, etc ).

## **ASSISTANT GROCERY MANAGER**

July 1999 to January 2007

### **Publix Supermarkets - Jacksonville, FL**

- **Assisted Grocery Manager in the ordering, merchandising and stocking of all grocery items.**
- Possessed good communication skills and ability to seek new solutions to improve business effectiveness.
- Staff supervision, Maintained gross profit Inventory control Provided excellent customer service Teamwork (Unload trucks as needed, stock shelves as needed, etc) was reliable and flexible.
- As manager in charge when scheduled, I was responsible for managing a 38,000 sq.
- ft.
- location with monthly sales near \$1,000,000.00 and handle customer requests and complaints as needed.
- Started out as stock clerk working different ( dairy, frozen grocery ) departments prior to being promoted to management.

## **DELIVERY DRIVER**

September 2001 to January 2004

### **Papa Johns Pizza - Jacksonville, FL**

- Deliver pizza to Papa Johns Customers in a timely and safe manner.

## **Dockworker**

August 1998 to September 2001

### **Dillard's - Jacksonville, FL**

- .Received, distributed supplies, processed incoming and outgoing mail and other shipments to appropriate departments

## **Grocery Selector**

July 1996 to July 1998

### **Food Lion Distribution Center - Green Cove Springs, FL**

- This position required the safe operation of a battery powered driven pallet jack throughout the warehouse
- safely.
- Pull items from stock and place item on pallets.  
Transfer completed orders to the loading dock to be loaded on trailers that will be transported to Food Lion
- stores
- in the Jacksonville area.  
This was an incentive paid position and I was required to meet certain percentage standards.  
This position required me to be safety conscious at all times.

June 1992 to June 1996

### **Aviation Machinists Mate - US Navy**

- The duties performed included: Maintain and service aircraft engine, fuel, and lubrication systems.
  - Perform complete aircraft turbo shaft, turbofan, and turboprop engine repair.  
Perform helicopter maintenance including rotors, gear boxes, and drive accessories repair.
  - Evaluate jet engine performance using jet test cells and advanced calibration equipment and aircraft ground
  - support equipment in top operational condition.
  - The described duties were performed ashore and afloat.  
Taxi aircraft after flights, fueling of aircraft in a safe manner.  
Wash airplanes as required by maintenance department and provide continual training to peers for newly  
incoming naval personnel The described duties above were performed ashore and afloat.
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## **Education**

**Diploma** : 1984

**Robert E. Lee High School** - Jacksonville, FL

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## **Skills**

Good communication skills, excellent customer service, Forklift, functional, gross profit, Inspects, INVENTORY CONTROL, inventory levels, inventory, letters, managing, Materials, materials moving, meetings, merchandising, mail, Monitors, naval, pallet jack, personnel, press, procurement, quality, Quality Control, safety, sales, SCANNER, sorter, sorting, Staff supervision.

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## **References**

REFERENCES

References are available on request.