

Sidney Green

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I am an energetic person with a can do attitude who believes in the power of positivity. I consider myself to be a valuable asset in any environment, take pride in my work ethic and enjoy being challenged.

SUMMARY:

- Proficient in Microsoft Office Programs
- Ability to work independently or in a team setting.
- Great prioritizing and management skills.
- Capable of handling multiple tasks, and exercising sound judgment
- Excellent telephone etiquette and customer service skills
- 9 years of experience in various office, warehouse & security capacities
- Ability to maintain confidentiality during my employment

EDUCATION:

William C. Crawford High School High School
Graduated- Diploma – 05/2009

LICENSES:

Class A Commercial Driving License
Hazmat Endorser

WORK EXPERIENCE:

STAPLES

Delivery Truck Driver

San Diego, CA

10/2017 to 4/2019

Mark Gallaher (858) 895-2665

Duties Include:

- Operation of company vehicle
- Loaded and unloaded trucks using forklifts.
- Ensure the delivery and scanning of packages to residential and commercial offices and a safe and timely manner.
- Provided excellent customer service when interacting with customers, answering inquiries and routing information.

4 Same Day Transportation

Contractor

Santa Fe Springs, CA

5/2012 to 7/2017

Robert Cordova (951) 760-5275

Duties Include:

- Responsible for the distribution, transporting, and accounting of merchandise, material, and/or equipment in industrial settings.
- Initiated, maintained and coded office automation in accordance with warehouse guidelines.
- Provided technical assistance to warehouse staff to identify codes that yielded information and suggested avenues of exploration if appropriate.
- Used multiple office automation software with varied functions to produce a wide of range of documents in various formats.
- Located and extracted pertinent information from warehouse files for the delivery of supplies.
- Provided clerical and administrative support to the warehouse staff to aid in facility operation.
- Load and unload trucks using forklifts.
- Distributed hard or soft copies of completed materials to the appropriate billing clerks, received, sorted and distributed mail.
- Entered and tracked the timely submission of supply paperwork, supplemental orders and billing related information.

Mail Dispatch

Delivery Driver

San Diego, CA

5/2012 to 12/2016

Duties Include:

- Sorted, distributed, and processed out-bound mail.
- Distributed, transported and accounted for merchandise, material, and/or equipment in industrial settings.
- Prepared documents for warehouse storage.
- Loaded and unloaded trucks using forklifts

Securitas Security Services

Security Guard

San Diego, CA

07/2010 – 03/2012

(619)641-0049

Duties Include:

- Observing and reporting activities and incidents while assigned to a client site. Provided safety and security to client property and personnel.
- Made periodic patrols to check for irregularities, inspect protection devices and fire control equipment.
- Preserved order and enforced regulations and directives for the site pertaining to personnel, visitors, and premises.
- Controlled access to the client site or facility through the admittance process.
- Patrolled assigned site on foot or in vehicle; checked for unsafe conditions, hazards, unlocked doors, security violations, blocked entrances and exits, mechanical problems, and unauthorized persons.
- Protected evidence or scene of incident in the event of accidents, emergencies, or security investigations.
- Responded to incidents of fire, medical emergency, bomb threats, flooding, water damage, elevator emergency, hazardous materials, inclement weather, and other incidents.
- Prepared logs and reports as required.

REFERENCES MADE AVAILABLE UPON REQUEST