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### Summary

Dependable and hardworking General manual laborer effective at completing tasks on schedule

### Key Skills

- Complete all assigned tasks in timely and efficient manner
- Adhere to company rules and regulations, positive attitude and work ethic
- Follow instruction on all health and safety regulations when operating equipment
- Ability to work independently or as an active team member, polite and respectful
- Execute daily work instructions received from supervisors in timely manner
- Work effectively to meet all work goals on schedule, safety conscious
- Clearly and respectfully communicate with supervisors and co-workers

### Work Experience

#### American Messenger Services

(2016-2017)

- Walk, ride bicycles, drive vehicles, or use public conveyances in order to reach destination to transport messages and packages, unload and sort items collected along delivery routes
- Record information like items received and delivered recipients responses to messages
- Check in with home offices after completed delivery to confirm deliveries and collections to receive instructions for other deliveries, sort items to be delivered according to delivery route
- Perform general clerical work such as filing materials operating duplicating machines or running errands, plan and follow most efficient route for delivering packages in timely manner

#### Mc Donald's

(2013-2016)

- Operate large cooking equipment, replenish supplies and condiments, maintain inventory
- Ensure health and safety standards are maintained in kitchen and across work areas
- Clean equipment inside and out, maintain indoor and outside trash
- Cook food orders, back up other crew members to keep workflow at efficient level
- Monitor dining room, perform closing duties, always apply food safety principles
- Help new crew members get up to speed with protocols and restaurant practices
- Prepared food is in line with quality and quality laid down by company's requirements
- Process and place customers food orders in the appropriate bags and boxes
- Serve customers at windows, counters, or tables, monitor dining area
- Clean, stock, restock workstations, display stations and restrooms, sweep and mop floors
- Package food properly to ensure they do not get cold before delivery or being sold
- Maintain worksite is organized and free of clutter and garbage, take food/drink orders
- Notify kitchen staff of and food order or food shortages, clearing tables, return trays to kitchen, follow cooking instructions, safety procedures, and sanitary requirements
- Maintain a neat and tidy appearance by wearing a uniform and adhering to corporate dress code, washing and sanitizing kitchen utensils, and servicing restrooms

### Education

#### J.M. Rapport School Career Development

(1994)

#### High School Diploma