



JAMIL SHACKLEFORD

HANDYMAN | DRIVER

ABOUT

General Handyman with knowledge of the principles of receiving, storing picking, staging, and shipping materials Ability to operate material handling equipment. To secure a position that will enable me to utilize my organizational, interpersonal, communication. and professional skills, with Over ten plus years of experience in mechanical and supervisory responsibilities.

PROFESSIONAL SKILLS

Inventory/Warehouse Management
HVAC
General Maintenance
CDL Driver
General Carpentry
Sheetrock
Preventive Maintenance
Kitchen Cabinets
Masonry

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

CONTACT

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SOCIAL



WORK EXPERIENCE

DUTIES AND RESPONSIBILITIES OVER 10 YEARS

- Routinely does checks on fixtures, air conditioning systems, electrical systems and piping/ plumbing systems.
- Repairs cracks on building walls, doors, stairwell; performs repainting on walls were scraping is prevalent.
- Conducted painting and repainting works; plastering and concreting works in specified areas.
- Managed inventory levels of repair, maintenance, cleaning and other janitorial supplies.
- Marketed and promoted services through frequent flyer distribution, word-of-mouth advertising and social media.
- Performed landscaping services to neighborhood, local hotels and motels.
- Carried out minor automotive works which included changing of fluids, tires, vulcanizing services, cleaning and vacuuming.
- Received shipments and stored goods in warehouse
- Coordinated transfers of materials between several warehouses
- Safely used warehouse equipment, including forklift, and performed basic repairs
- Oversaw all products leaving the warehouse to ensure accuracy and integrity of shipments
- Inspected and researched all discrepancies in inventory and tracking
- Performed weekly analysis to find damaged or unacceptable product for improved quality control

GOAL

CDL - Class A commercial driver's license

- Self-sufficiency and background in operating heavy driving equipment and delivering large cargo.
- To be an organized and independent professional looking to apply large-scale transportation, customer service, and navigation experience for betterment of organization.
- Looking for a truck driving position that fosters autonomy and the development of skills related to navigation and the operation of heavy machinery.
- To be a Professional with public safety experience, operating heavy machinery, to apply mechanical, vehicle operation monitoring, and customer service skills.