

Shawn Inzar

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SUMMARY

Hardworking and self-directed individual with a vast experience in maintenance and stock. Also with the ability to troubleshoot and resolve problems in a timely manner. Enjoy performing multitask task/projects while training new staff. Works well independently or as a team member. Extremely loyal and eager to take any challenges.

WORK EXPERIENCE

R.L. Johnson Inc., **New York, NJ** **May 2004-Jan. 2009**
Janitor-Residential Building

- Replaced or repaired electrical wiring, pipe systems and plumbing machines.
- Performed landscaping, removal of snow and heavy waste metals.
- Painted assigned apartments, walkways, and storage areas.
- Gathered all trash to be emptied or recycled.
- Cleaned building floors by stripping, waxing, buffing, or vacuuming.
- Notified managers concerning the need for major repairs in building or apartments.

A.F.I Food Service Distribution Co. **Elizabeth, NJ** **Oct. 2003-May 2004**
Inventory Clerk

- Assisted Driver to deliver wholesale food to businesses or residents.
- Listened to customers' complaints regarding products or services.
- Recorded sales or delivery information on daily log book.
- Reviewed lists of dealers, customers, or station drops and loaded trucks.
- Arranged and stocked merchandise on to displays for showing to customers.

Dana Automotive Distributor **Nutley, NJ** **Mar. 2001- Feb. 2002**
Stock clerk

- Received counted stock items and recorded data onto computer.
- Packed and unpacked items to be stocked on shelves in stockrooms or warehouses.
- Marked stock items using identification tags which allow items to be located and processed.
- Cleaned and maintained storage areas in order to ensure compliance with safety regulations.
- Kept records on use or damage stock item to be returned to merchant.

EDUCATION

Yorkville Institute **Jersey City, NJ** **Sept. 1995-Jun. 1999**
Received: High School Diploma

CERTIFICATION

QBI Training Institute Inc. **Flushing, NY** **Jul. 2010-Dec. 2010**

- Certified Building Maintenance
- FDNY P99 Con Low PSI Oil Burner

SKILLS

- Framing
- Drywall installation
- Plastering & Masonry
- Cement Finisher
- Basic Plumbing
- General Carpentry
- Tiling (Asphalt-Vinyl-Wood-ceramic)
- Safety Procedures
- Power Hand Tools
- Strip, Buff, Wax Floors