

# Andre Sims

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## Professional b n, !,, .

### !Experience

#### Publ., c Schools Of The Tarrytowns Sleepy Hollow New York United States

Main ten,

N.,ance (July 2008- August 2010)

- Mopped / Waxed, floors. S., M. n. throughout the high school.
- B Cl m eaned Windows and lockers m, N
- every room in the build,
- ., mm ing.
  - o /m Stocked supplies in the supply every ndelivery date.

#### Dunkin Donuts

nnm

Crew b m ( for quality and quality .

- Cook and package batches of ., such as n hamburgers and chicken, which are . prepare. nnto norder or kept warm until Bsold nm m.. n c nnn m mmvm

mTakem food and drink ommrders and receive payment from customers.

- !Clean, stock, and.?restock workstations and display cases.
- Serve orders to customers at windows, counters, or tables.
- Prepare and serve beverages such as coffee and fountain drinks.
- Pre-cook items such as bacon, to prep for later use.
- Interacted with customers face to face and over drive through.

#### Superior Insulation Tamworth New Hampshire United States

Insulator (August 2012 - February 2013)

- Measured and cut insulation for covering surfaces, using tape measures, hand saws, knives, and scissors.
- Fit insulation around obstructions, and shape insulating materials and protective coverings as required.

- Determined the amounts and types of insulation needed, and methods of installation, based on factors such as location, surface shape, and equipment use.
- Cover, seal, or finish insulated surfaces or access holes with plastic covers, canvas strips, sealants, tape, cement or asphalt mastic.
- Removed old asbestos insulation, following safety procedures.
- Distribute insulating materials evenly into small spaces within floors, ceilings, or walls, using blowers and hose attachments or cement mortar.
- Moved controls, buttons, or levers to start blowers, and to regulate flow of materials through nozzles.
- Filled blower hoppers with insulating materials.
- Drove company box trucks to and from each job site.
- Organize and stack insulation in warehouse.
- Certified renovator through EPA/ HUD.
- Operated forklifts and pallet jacks throughout the warehouse to move insulation from one area to another.
- Maintained safe and clean work environment in the warehouse.

### **Lakeview Rehabilitation Facility Effingham, New Hampshire United States**

Direct Care Staff (March,2014-June,2015)

- Worked 1 on 1 with highly aggressive clients with brain injuries, autism, and drug addiction.
- Cooked client's Breakfast, Lunch, And Dinner.
- Assisted clients with Adls every shift.
- Worked on different coping skills with clients and also on how to become independent.
- Escorted clients out into the community for activities such as shopping, entertainment,etc.
- Filled out clients paperwork at the end of every shift.
- Received Cpr training.
- Maintained safe and clean environment in the client's living space.
- Spoke on the phone with clients family members every shift.

### **Touch suite, Boca Raton, Florida United States**

Deployment specialist (March,2016 - July,2016)

- Shipping and receiving.
- Drove forklifts to move products around warehouse.
- Installed data onto hard drives.
- Installed software onto Point of sale systems.
- Installed parts such as receipt printers and credit card swipers onto units.

Huttig Building Products, Saco, Maine United States

Production Line (July,2016 - May,2017)

- Assembled doors in a quick and efficient manner

- Kept work area organized and performed industrial cleaning
- Loaded and unloaded trucks

### **Emery Waterhouse, Westbrook, Maine United States**

Warehouse associate (October,2017- April,2018)

- Operated forklifts, pallet jacks, and aerial lifts
- Loaded and unloaded tractor trailers
- Built and shrink wrapped pallets
- Picked and delivered material needed for filling orders from storage.

### **Sturbridge Yankee Workshop, Portland, Maine United States**

Receiving Associate (April,2018 - Present)

- Handle and manage incoming shipments and materials received
- Perform and execute unloading and unpacking of materials received.
- Inspect and verify the condition of the materials received.
- Count and verify received materials
- Reconcile materials received against invoice quantities.
- Communicate discrepancies in materials received to the receiving manager
- Organize materials received for quality inspections.
- Organize and manage inventory control of materials received.
- Address and answer customer inquiries about pending orders and shipments
- Conduct inventory and log data into inventory database

## **Education**

### **Sleepy Hollow Sleepy Hollow, New York United States**

- High School Diploma, June 2010

### **Anna maria College Paxton, Massachusetts United States**

- Completed coursework towards Criminal Justice and Media Communications, September 2011

### **Granite State College Conway, New Hampshire United States**

- Completed some coursework towards human services, september 2014