

John Jeffries
976 Leyland Drive
Florence, SC 29501

To Whom It May Concern:

I am responding to your letter with an interest in a position with your company. Following on the next page you will find a copy of my resume.

As my resume states, I have quite a variety of experiences, which I feel would be most helpful in filling a position you currently have available. I am also very much a people oriented person and really enjoy customer service to the utmost. I am a fast learner, which I feel is a plus regarding a position with a new company.

I look forward to the possibility of a position with your company. Your kind consideration is greatly appreciated.

Sincerely,

John Jeffries

John S. Jeffries

**976 Leyland Drive
Florence, SC 29501
H (843) 773-3989
C (843) 601-4317**

OBJECTIVE

Seeking a motivating and challenging career opportunity with a progressive organization that will recognize and expand on my education, experience, and successful track record, and advance into a “Senior Management” position is my ultimate goal.

AREAS OF EXPERIENCE AND EXPERTISE

Management	Public Relations	Sanitation Inspections	Profit & Loss Statement
Inventory Control	Scheduling/ Forecasting	General Food Safety	Loss Prevention
Strategy Planning	Transportation	Safety (OSHA, DOT,	Warehouse Techniques
Quality Control	Food Defense/ Security	EPA)	Policy Writing
Project Manager	Facility Maintenance	Yum Audit Procedures	Serve-Safe Certified

EDUCATION/ WORKSHOPS/ SEMINARS

1992 ROLLINS COLLEGE – Winter Park, Florida
Bachelor of Arts Degree in Organizations Communication (Business)

1989 VALENCIA COMMUNITY COLLEGE – Orlando, Florida
Associate of Arts Degree in Business

1998 CORNELL UNIVERSITY – Ithaca, New York
Traffic and Transportation Certification Course

1993-
Present WORKSHOPS/ SEMINARS
Warehouse Education/ Research Council, Team Building, Basic/ Advanced Supervisory Skills, Leadership Skills, Hazardous Materials, Managing Change, Management Development, DCS Functional Training, Sexual Harassment, Computers (Microsoft Word and Excel), HACCP Certification, ADA, FMLA, Worker’s Compensation Regulations, Worker’s Safety, OSHA Compliance, Forklift Train the Trainer, Structural Pest Control, Distribution Supervision Skills Training Program, Results-Based Interactions, and Coaching: Developing High Performance Employees, Interrogations and Interviewing (John R. Read), OSHA 30-Hr. Course, Bio-Terrorism, Crane and Hoist Safety, Ergonomics, HAZCOM, NFPA 70, Seafood Safety Workshop (as Instructor), DHEC (UST, Air Quality), Ammonia Refrigeration.

PROFESSION EMPLOYMENT HISTORY

7/96 – 10/09 **INSTITUTION FOOD HOUSE, INC. (IFH) – Hickory, North Carolina/
Florence, South Carolina**

(Full-line grocery distributor)

IFH Safety Manager (12/99 – 10/09)

Responsibilities include ensuring all employees are trained in Federal and state OSHA requirements; managing the safety program, as to minimize the loss of resources and injuries to IFH employees; ensuring that all industry safety program regulations are in compliance; developing and maintaining a safety program which identifies hazards and abatements to those hazards; and developing and managing a food safety program that guarantees the safest possible food products for IFH customers. Loss prevention and Workman's Comp experience.

*Accomplishments:

2007 IFH President's Award Winner for safety and compliance audit scores, designed all OSHA and EPA policies for IFH, designed safety incentive programs to reduce Workman's Comp rates up to 35% in 2004, implemented annual safety strategy for warehouse and transportation departments resulting in another 18% reduction in frequency and severity rates in 2009, achieved perfect 100% rating with ASI inspection in 2007 (all subsequent ASI ratings have been rated "Exceptional"), helped design current IFH Florence facility with safety and ergonomic efficiency.

6/95 – 7/96

CURTIN MATHESON/ FISHER SCIENTIFIC, INC. – Orlando, Florida

Distribution Center Manager

Duties included directing multiple activities for the distribution of 7,000+ items used for diagnostic and laboratory facilities which included warehousing, transportation, billing, inventory control of temperature controlled and hazardous materials. Responsibilities included scheduling labor, supervision, training, and proper use of space, equipment, and man power were inclusive; providing a safe, efficient, and economical operation of equipment and the facility at-large; interfacing and coordinating a one-shift warehouse operation with clinical and industrial sales management and representatives, remote customer service representatives, and transportation personnel.

*Accomplishments:

Graded facility rose from 76% to 96% in a 120 day period under my management supervision and many changes.

9/79 – 6/95

GENERAL MILLS RESTAURANTS – Orlando, Florida

Distribution Center Manager

Responsibilities included the hiring, supervision, and training of staff for this fast-paced, 58,000 square foot warehouse facility with a one-shift operation; working with monthly P&L updates with the Vice President of distribution; maintaining minimal warehouse staffing through productivity efficiencies; directing an outside engineering firm to analyze potentials for automating and mechanizing outbound freight production; adhering to all safety, fire, and building maintenance regulations; and processing all appropriate paperwork using computers.

*Accomplishments:

In the last 5 years of employment, the warehouse experienced an 83% growth in the number of stores and a 110% growth in product volume, and the

responsibilities of a new pasta machine program, successfully relocated an existing warehouse twice with no loss of service to General Mills Restaurants, served on task force to consolidate forms and office supplies with 1,000 SKUs of restaurant small wares and equipment, and served from 1980 to 1981 as Interior Construction Superintendant for restaurants nationwide.

MILITARY HISTORY

7/75 – 7/79

UNITED STATES NAVY
E-5 Petty Officer-Second Class
Honorable Discharge