

# Desmond Xavier Medley Jr

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## **CAREER OBJECTIVE:**

To obtain a rewarding career that will utilize my extensive knowledge and experiences I have acquired to benefit the company and gain professional growth.

## **PROFESSIONAL EXPERIENCE**

Build it Strong llc. Shelton, CT

09/2017-Present

### **Real Estate Investor**

- Act as an intermediary in negotiations between buyers and sellers over property prices and settlement details
- Obtain agreements from property owners to place properties for sale with private buyers or real estate firms.
- Generate lists of properties for sale, their locations and descriptions.
- Prepared itemized statements, bills, or invoices and records amounts due for items purchased or services rendered.
- Coordinate with contractors to perform renovations of properties.

Crown Petroleum; Inwood, NY

06/2017-09/2017

### **Class A CDL Driver Oil tanker**

- Performs field measurement duties; tank level measurement by gauge line, S&W determination by sampling, sample analysis, and custody transfer documentation.
- Complies with all Federal Motor Carrier Safety Regulations.

Triboro Energy; Bronx, NY

03/2017-06/2017

### **Class A CDL Driver Oil tanker**

- Loads and unloads oil at the appropriate stations and destinations in accordance with established operations and safety procedures.
- Receive payment by cash, check, credit cards, while Issue receipts.
- Performs routine maintenance and inspections to assigned vehicle and equipment.

Providence Logistics Transport Inc.; Minot, ND

08/2015-01/2017

### **Class A CDL Driver Oil tanker, Manager / Asphalt; Belly dump**

- Implemented driver accountability program reducing company repairs from 500k+ to 80k.
- Developed cost reduction strategies for negotiating contracts and formulating policies with contractors.
- Locate vendors of materials, equipment or supplies, and prepare purchase requisitions. Also determine product availability and terms of sales.
- Analyze all aspects of corporate logistics to determine the most cost-effective or efficient means of transporting products or supplies.
- Cultivated subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.

SS&P Trucking; Powers Lake, ND

12/2014-08/2015

### **Class A CDL Driver Water tanker**

- Plan and establish transportation routes while monitoring spending to ensure that expenses are consistent with approved budgets.
- Properly represent the company to customers and the general public.

- Drives trucks that transports salt water from the lease to the unload station.

Whiskey Pete transport LLC.; Douglas GA

09/2009-08/2014

**Class A CDL Driver OTR Car Carrier**

- Negotiate and authorize contracts with shippers and receivers increasing company revenue over 45% annually.
- Recommend or authorize capital expenditures for acquisition of new equipment or property to increase efficiency and services of operations department.

Yevvone's Southern Cuisine; Pelham NY

**Supervisor**

08/2005-08/2009

- While with Yevvone's southern cuisine I established an employee development plan which I used as a retention tool that offered empowerment and professional growth to our staff via cross-training so the company could run smooth without any potential dips in productivity if and when we were short staffed.
- Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity.
- Organize and direct new trainees, resolve personnel problems, hire new staff, and evaluate employee performance in front and back of house.
- Schedule staff hours and assign duties.
- Investigate and resolve complaints regarding food quality, service, or accommodations.

The Wartburg Assisted Living; Mount Vernon NY

05/2003-08/2005

**Cook, Food beverage associate**

- Operate large-volume cooking equipment such as grills, deep-fat fryers.
- Write patron's food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Assisted in the ordering of supplies for the facility.
- Organizes and sanitized designated work area also responsible for stocking kitchen.

**EDUCATION:**

**Art Institute of NYC Manhattan, NY 2002-2004**

Associates degree in hotel, restaurant management and culinary arts.

Received certificates in sanitation and nutrition.

**J. R.O.T.C.** Achieved Rank First Sergeant. Dedicated 3 years to the core.

**Mount Vernon High School** Mount Vernon, NY 1998-2002

**Skills/Abilities:**

Discernment, Social Perceptiveness, Systems Analysis, Active Listening, Management of Personnel Resources, Time Management, Instructing, Reading Comprehension, Critical Thinking