

A.D. Bivines

General Resume

Atlanta, GA | 404-671-7343 | bivinesad@gmail.com

Education

Associate Degree - General Studies
Georgia Perimeter College | Clarkston, GA

Graduated: Fall 2022

General High School Diploma
Druid Hills High School | Atlanta, GA

Graduated: Summer 2013

Work Experience

Donatello Arm/Snoezelen Event Services Contractor, Nov. 2024.

- * Maintained the work site by organizing equipment, re-filling water tanks, set construction and general cleanliness.
- * Moved and assisted with constructing (often heavy) commercial products that were later displayed.
- * Handled many miscellaneous undertakings that aided all the other personnel I worked with.

Georgia State University Film, Media & Theater (FMT) Department Assistant, Jun. 2023. - July 2024.

- * Ran a multitude of errands around the department offices, across the campus and off-site; from mail to heavy object hauling.
- * Read and sent out emails, organized department information and created signage through Microsoft Office.
- * Stationed at the front desk where I answered phone calls, sifted through voicemail and served as the first point of contact.

Georgia State University Recreation Coordinator, Oct. 2021 - Dec. 2022.

- * The first point of contact for guests visiting the rec center, whom I routinely assisted.
- * Promoted to a leadership position — the "*Floor Supervisor*."
- * Efficiently communicated with my co-workers to accomplish tasks such as overseeing the rec center, and setting up for events.

United Parcel Service (UPS) Package Handler, Aug. 2021 - Oct. 2021.

- * Collected, packed and organized packages on multiple Conveyor Belt Crew in a UPS warehouse.
- * Promoted to a Package Handling Crew unit that moved parcels directly into driver-ready UPS trucks.
- * Worked directly on the warehouse floor where I used heavy carts to transfer important packages and parcels to their rightful destination.
- * Recognized on more than one occasion by my supervisor and upper management, leading to praise and accolades.

Sodexo Concierge Staff, Aug. 2016 - Apr. 2020.

- * Oversaw and maintained various aspects of Hartsfield-Jackson's only United Club, including greeting and aiding guests, in-depth inventory checks, cleaning and helping co-workers.
- * Contributed to our club being the highest-rated United Club in the country for "Guest Satisfaction."
- * Rewarded with an "Excellence Service" certificate and a "Best Worker" pin after receiving several major guest compliments.

AMC Film Crew, Aug. 2015 - Aug. 2016.

- * Handled multiple tasks including ushering, cleaning, breaking tickets, the box office station and opening/closing procedures.
- * Remained consistently focused, alert, and efficient under pressure on especially busy work days.
- * Employed proficient communication with my fellow AMC crew members and guests via radio communication equipment.
- * Frequently recognized by management, resulting in an "*Employee of the Month*" plaque and several honors from management.

Atlanta Marriott Marquis Labor Staffing, Sept. 2013 - Aug. 2015

- * Positioned as a Bellhop on the main floor of the Atlanta Marriott Marquis.
 - * Worked as part of an overnight Event Service Crew where we moved chairs and large tables as a means to set-up/break down ballrooms.
 - * My performance was acknowledged by management while working the main floor during a busy convention weekend.
 - * Took care of the staff kitchen area, bussed trays and operated the dishwasher machine.
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Skills

General Labor, Event Services, Warehouse Procedures, Organization, Microsoft Office, Adaptability, Communication, Inventory, Punctuality

References

Ethan Tussey | Georgia State University FMT Director | **805-895-7260** | Etussey@gsu.edu

Robert Edwards | Lead Recreation Coordinator | **404-643-1089** | Redwards29@gsu.edu

Dajuan Williams | UPS Supervisor | **678-358-5907** | basedwilliams96@gmail.com