

Edward J. Democracy

PO Box 435, China, ME 04358

207-272-4288

Ed.Democracy@gmail.com

Summary

- Leadership & supervisory experience from military, professional, & community positions
- 12 years of experience in professional customer service mostly in hotels & hospitality
- 36 years of experience working with diverse groups of people in community organizations
- Cargo & Freight Handling (Navy & Commercial), Small Boat Handling & Operation (Navy)
- General: research & analysis, problem-solving, verbal & written communication, teamwork

Work Experience

- Maine State Archives** Inventory & Property Associate 10/18- Present Augusta, Maine
- Retrieve/Refile records requested by our internal customers across Maine state government. Assist with maintaining the Records Center database in Microsoft Access including preparation of forms required by that process.
- Empire Company** Vendor Stock Representative 10/18- Present Augusta, Maine
- Stock wood products and assist customers at Lowe's store in Augusta, Maine.
- Sullivan & Merritt Constructors** Construction Traffic Controller 04/18-08/18 Augusta, ME
- Ensure safety of pedestrians, motorists, & workers around gas pipeline construction.
- Crown O'Maine Organic Cooperative** Warehouse Supervisor 12/15-08/17 Vassalboro, ME
- receive, rotate & stock Maine food products | prepare daily orders for shipping
 - continuously improve warehouse operations | invoice orders using QuickBooks
 - lead warehouse team | operate forklift | ensure warehouse remains clean, safe & orderly
- LL Bean** Customer Service Rep (seasonal) 10/15-12/15 Portland, ME
- Aramark Refreshments** Warehouse Coordinator 08/15 -12/15 So. Portland, ME
- Deliveries, receiving, shipping, shelving & rotating stock, weekly inventory
- Home Depot** Freight Team/Customer Service Associate 04/12-07/14 So. Portland, ME
- Packing-out freight onto store shelves/displays, up-stock, down-stock, annual inventory
 - Operated lift equipment - reach, order picker, electric pallet jack, forklift (CERTIFIED)
- TownePlace Suites by Marriott** Night Auditor 03/02-11/02 Scarborough, ME
- Fairfield Inn by Marriott** Night Auditor 07/97-12/98 Scarborough, ME
- Hampton Inn** Night Auditor 10/90-10/93 So. Portland, ME
- 3rd shift front desk clerk | guest services | security | nightly audit of daily records | closing (reset) of systems for (next) business day | drove airport shuttle van for guests

Education

- BA degree in Philosophy** University of Southern Maine 1998 Portland, ME
- Additional coursework: Computer Science (6 courses) | Mathematics (6 courses) | Macroeconomics | Accounting | Public Speaking | Communication | Peer Leadership
- Activities: Student Senate | Board of Student Organizations | Philosophy Symposium

Military

- US Navy** Supervisor USS California CGN-36 11/93-11/96 Bremerton, WA
- Served as chief assistant to ship's operations manager | 2 Western Pacific Deployments

Excellent references provided upon request.