

**Sandy Xu**  
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### **EDUCATION and CERTIFICATION**

City College of San Francisco, Child Development – Currently Attending  
John Adams Adult School, College Preparation - Completed  
California Child Care First Aid Certificate - 2010  
California CPR Child and Infant Certificate – 2010  
California Child Care Preventative Health and Safety Certificate - 2010

**SKILLS SUMMARY:** Housekeeping/Janitorial, Cashier, Restaurant Service, Food Preparation, Childcare, Senior Care, Surveillance Monitoring, Fluent in Chinese: Cantonese and Mandarin.

### **RELEVANT SKILLS**

#### **HOUSEKEEPING/JANITORIAL SKILLS**

Cleaned and disinfected bedrooms, bathrooms, kitchen, and common areas up to health codes.  
Assessed environment safety for preparation and hazard prevention.  
Maintained and record cleaning schedule log.

#### **CHILDCARE SKILLS**

Health, First Aid – Safety, CPR trained and certified.  
Responsible for multiple children at a time.  
Managed schedules for feeding, rest, story/play time, and medication application as needed.

#### **SENIOR CARE SKILLS**

Assisted in housekeeping, outdoor activities, medication application, shower, and dressing.  
Helped in grocery shopping and meals preparation.  
Guide exercise and game time routine.

#### **RESTAURANT SKILLS**

Received guest to dinning table and took in orders.  
Coordinate guest greeting, orders, kitchen staff, and food delivery.  
Handled money collection duties including manual and automatic check, credit card, and cash payments.  
Monitored surveillance system daily.

### **EMPLOYMENT HISTORY**

2008 to 2012 – *Housekeeper, Childcare, Senior Care, Family Helper*, Various Families, Bay Area  
2006 to 2012– *Cashier/Waitress*, Oceanview Supermarket Inc., San Francisco, CA  
2003 to 2005 – *Cashier*, Albertson Supermarket, San Francisco, CA  
1999 to 2001 – *Housekeeper*, Sam Wong Hotel, San Francisco, CA

### **SUMMARY OF QUALIFICATIONS**

Professional demeanor, punctual, and strong work ethic  
Excellent management and organizational skills  
Work well in diverse, competitive, and challenging environment  
Extremely motivated, dedicated, and trustworthy with a positive attitude