

MR. ANDRE JOHNSON

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Objective

To obtain a position at a successful organization where I can utilize my experience and skills.

Education

Associates Degree (A.A.) (In Progress)

City College of San Francisco

General Education Diploma (GED)

San Bernardino Adult School (Graduated 2001)

Experience

Carpenter (2008)

Labor Ready (San Francisco, CA)

- Installed computer key soles for companies all over San Francisco. City College was one of our main customers.
- Installed electronic tables and ensured computer chords were wired through them properly with as little visibility as possible.
- Unloaded computer equipment and made sure they were delivered properly without any damage.
- Placed in charge of installing software and anti-virus programs on computers after they were loaded into the office.

Expediter/Greeter (2004)

Mel's Diner (San Francisco, CA)

- Set up meals and dishes in according to when they were ordered
- Made sure the waiters were organized and ready to serve.
- Greeted and seated customers as they arrived or as tables became available.

Telemarketer 1998 - 1999

Media Promotion (San Francisco, CA)

- Subscribed various newspapers to new customers.
- In charge of new customer intake.
- Kept in constant communication with superiors and management.
- Re-subscribe customers whose subscription was terminated or exhausted.
- Maintaining a subscription list and keep it up to date.

Skills

- Ability to type at 40 WPM
- Vast knowledge of Microsoft Office software.
- Maintaining order and neatness in any office setting
- Motivation to succeed within your organization.