

EDDIE MOSES  
475 Medford Ave Hayward CA, 94544  
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## OBJECTIVE

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I am a Hardworking, reliable, punctual and self-starter looking for an opportunity to utilize my skills and good work ethics.

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## SUMMARY OF QUALIFICATIONS

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- Experienced in shipping / receiving.
- Packing and unpacking of materials.
- Microsoft knowledge.
- Careful worker / accident-free record.
- Highly motivated, Organized with good attention to detail
- Flexible; readily learn new tasks.
- Able to lift 70lb + using the standard precaution.
- Customer Service.
- Server, busser & Dishwasher.
- Marketing with exceptional sales background.

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## WORK EXPERIENCE

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### **Janitor**

**2013-Present**

Net-Connection Hayward, CA

- Prepare for clean-up by Moving heavy furniture, equipment, and supplies.
- Notify managers concerning the need for major repairs and safety concerns.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Service, clean, and supply restrooms.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.

### **Busser & Dishwasher**

**2011-2013**

Souls Restaurant Oakland, CA

- Organized tables efficiently.
- Served water and refilled glasses as and when needed.
- Cleaned the dining area and serving stations.
- Assisted janitorial staff with trash removal.
- Greeted guests with / in the absence of the hostess.
- Ensured the timely delivery of food orders.
- Handed customers' queries and concerns efficiently.

### **Carpentry Assistant**

**2006-2011**

Moses Construction Oakland, CA

- Measure and mark cutting lines on materials using a ruler, pencil chalk and marking gauge.
- Following established safety rules maintaining a safe work environment.
- Measure, cuts, and fastens siding, exterior trim, and sheetrock to frame members, using tape measure, power saw, nails, and hammer.
- Readily followed requests and directions.
- Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware.

### **Warehouse Associate**

**2005-2006**

Apple One (temp agency) Sacramento, CA

- Maintains quality service by following organization standards.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Inspect goods for defects and damages.
- Readily followed requests and directions.

## EDUCATION

Hayward Adult School Hayward, CA **GED**

**2006**

Laney College Oakland, CA **Construction Safety course** **2011-2012**