

Raymond Thompkins
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Vallejo, CA. 94590
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(415) 678-8182

Objective

To obtain a position with a reputable transit company

Summary of Qualifications

- Adapts quickly to new environments; Ability to multitask effectively; Computer literate
- Detail-oriented professional with outstanding computer and spreadsheet ability
- Well organized and has troubleshooting and problem solving skills

Experience

Grocery Store Clerk

375 32 Ave.
San Francisco, CA 94121
April 19 – Currently
(415)386-2689

Utility Crew

890 Hayes St.
San Francisco, CA 94117
December 2012 – March 2013
(415)701-5100

- Maintained employee work performances on a daily basis as the Lead Utility Crewman
- Performed all assigned duties and responsibilities as the Dishwasher
- Provided kitchen support for chefs on duty

Laundry Clerk

1 Kings Way PO Box 9
Avenal, CA 94802
December 2011 – December 2012
(559)386-0587

- Competent receptionist skills including greeting clients, answering phones, and organizing files
- Coordinated comprehensive administrative support for laundry Superintendent
- Consistently maintained inventory of equipment and chemicals

Office Service Clerk/Teacher's Assistant

1 Kings Way
PO Box 9
Avenal, CA 94802
August 2006 – December 2011
(559)386-0587

- Organized and maintained files concerning students progress
- Assisted Instructor on classroom instructions and testing
- Tutored Students on Office Related Technologies

Skills

Computer Proficiency: Microsoft Office, Excel, PowerPoint
General Office Proficiency: Typing, Filing, Ten-Key, and Proofreading

Education

High School Diploma
Certificate of Completion

East Technical High School
Golden Hills Adult School

Cleveland, Ohio
Avenal, California

References

Ryan
Manager Fresh and Easy
375 32 Ave.
San Francisco, Ca. 94121
(415)386-2689

Hurley Murphy
Facility Chef
890 Hayes St.
San Francisco, Ca. 94117
(415)240-1004

Kori Chase
Facility Chef
890 Hayes St.
San Francisco, Ca. 94117
(707)834-4988

Celeste Ingram
Clinical Coordinator
890 Hayes St.
San Francisco, Ca. 94117
(415)701-5100

Monica Spikes
Case Manager
890 Hayes St.
San Francisco, Ca. 94117
(415)283-5832

Bertha Perez
Office Services and Related Technologies Instructor
1 Kings Way
Avenal, Ca. 93204
(559)386-0587

Carl Romero
Laundry Superintendent
1 Kings Way
Avenal, Ca. 93204
(559)386-0587