

# Antoinette Crawford

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## Objective

*Caregiver, Food Services, Customer Services and Warehouse positions in which my extensive skills will be utilized.*

## Profile

Highly motivated, reliable individual with work experiences in various positions. Excellent interpersonal and communication skills. Consistent history of integrity, dependability, accountability and timeliness. Flexible and versatile. Excellent team player.

*"Offered suggestions for ways to landscape the park which resulted in completing the job under budget".*

## Skills Summary

◆ Customer Service	◆ Stocking & Inventory	◆ Cargo Handling
◆ Supervisor	◆ MS Word, Windows 7	◆ Warehouse Equipment
◆ Housekeeping	◆ Written Reports	◆ Construction
◆ Warehouse Processing	◆ OSHA	◆ Landscaping
◆ Lift & Carry 100LBS	◆ General Labor	

## Professional Experience

### CAREGIVER

- Caring for ill or disabled children and disabled adults.
- Daily documentation and report to appropriate team member; medication, treatment and liniment administration as directed; position change, massage and monitor skin.
- Food preparation, light cleaning, run errands, shop for household supplies and groceries; organize client's environment; assist with transfer and ambulation; converse with and read aloud to keep them mentally healthy and alert.

### FOOD PROCESSOR WORKER

- Assist cooks and kitchen staff with various tasks as needed.
- Prepare a variety of foods according to customer orders or supervisors instructions, following approved procedures.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Clean work areas, equipment, utensils, dishes, and silverware; remove trash and clean kitchen garbage containers.

### STOCK/COURTESY CLERK

- Request and record customer orders; relay food orders to cook; compute bills using cash registers, multicounting machines, or pencil and paper.
- Prepare daily food items, and cook simple foods and beverages, such as sandwiches, salads, soups, pizza, or coffee, using proper safety precautions and sanitary measures; clean and organizes eating, service, and kitchen areas.
- Select food items from serving or storage areas and place them in dishes, on serving trays, or in takeout bags.

### CUSTOMER SERVICE AND WAREHOUSE SUPPORT

- Experienced cargo handling in a fast-paced environment.
- Load/unload merchandise or parcel to/from truck.
- Ensure delivery of excellent customer service through fast and accurate processing of orders.
- Sort merchandise/mail received from trucks and conveyors for dispatch to other conveying units; for delivery to distribution areas.

### ASSISTANT CREW SUPERVISOR

- Supervise the landscape at city public parks; including workers in planting, caring for, replacing and maintaining trees, shrubs and lawns; direct the repair of driveways, walkways, hedges, play equipment, etc.
- Supervise and train chain saw crew members to complete landscaping duties; monitor crew adherence to safety while working with power tools; assesses employees' performance and write reports for management.
- Dig holes, build walls, landscaping, plant trees, cut grass and trees making pic cuts, clear pathways on trails; worked on a team of landscapers to install turf, shrubs, trees, and flowers for the Public Park in the City District.

## Employment History

Food Processor Worker	Staffchex Staffing	Oakland, CA	2012-2013
Customer Service	Safeway	San Jose, CA	2007-2008
Caregiver	IISS	Oakland, CA	2005-present
Assistant Supervisor	East Bay Conservation Corp.	Oakland, CA	2002-2005
Sears	Sales Assistant	Oakland, CA	2002-2003
Inventory Clerk	UPS	Oakland, CA	2001-2002

## Education

CPR/First Aid AED Certification, San Leandro, CA	11/2012
Continental Academy, Florida, GA	Diploma