

Antoinette Crawford

◆ Oakland, CA 94603 ◆ (510) 472-0160 ◆ antoinettecrawford4@gmail.com

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 & Invoicing | ◆ 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 to 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 pie 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	IHSS	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