

## **Marcus A. Molina**

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### **OBJECTIVE**

To secure a position with a company that is committed to providing gratifying patient/client services while utilizing my current knowledge and skills, but mostly to increase all opportunities for professional growth

### **SKILLS AND QUALIFICATIONS**

- Strong leadership
- Dutiful respect for compliance in all regulated environments
- Professional transporter
- Outstanding organization skills with ability to maintain inventory and equipment
- Excellence in providing home health care services
- Superior customer service skills

### **WORK EXPERIENCE**

#### **REVOLUTION FOODS - Oakland, CA** *Delivery Driver - 06/2012 - 11/2012*

- Assembled, packed and delivered meals to school sites across the region
- Provided excellent customer service, served school customers in a professional, helpful and thoughtful manner
- Proper placement and care of meals when distributed to school sites, including ensuring appropriate temperature levels for all food.
- Delivered equipment maintenance
- On-time receiving, transferring, and organizing food supplies when delivered to kitchen facility
- Light facility maintenance
- Compost, recycling organization and deliveries to processing centers
- Assisted chef with various production nee
- Completed all routes within assigned scheduled hours with strict adherence to all traffic laws

#### **CANTEEN/COMPASS GROUP - San Leandro, CA** *Route Driver - 03/2012 - 06/2012*

- Pulled warehouse orders
- Stocked and took inventory in warehouse
- Provided early morning delivery services to various companies and corporations
- Maintained proper inventory and cleanliness of company vehicle
- Completed all routes within assigned scheduled hours with strict adherence to all traffic laws

#### **ENTERPRISE - San Lorenzo, CA** *Service Agent - 07/2011 - 03/2012*

- Cleaned vehicle exterior by hand, brush or by operating washing equipment
- Polished dried and cleaned vehicle windshields, windows, lights, mats and exterior body, by hand

- Vacuumed, shampooed, added air freshener and clean vehicle interior (some stain removal was required)
- Verified appropriate stickers were attached to vehicle (registration, plates, etc.)
- Responsible for maintenance of cleaning supply inventory
- Assisted with local automobile deliveries
- Provided shuttle services to customers as needed
- Performed miscellaneous job-related duties as assigned

**ERNEST MOLINA - Oakland, CA**

*Caretaker - 08/2010 - Current*

- Accompany client to doctor appointments and on other trips outside the home while providing transportation, assistance and companionship
- Administer prescribed oral medications under written direction of physician or as directed by home care nurse/aide
- Maintain records of patient care, condition, progress, and problems in order to report and discuss observations with case manager
- Provide patient with help moving in and out of beds, baths, wheelchairs or automobiles, and with dressing and grooming
- Obtain household supplies and ran errands

**ANOTHA LEVEL BARBERSHOP - Oakland, CA**

*Lead Barber - 03/2008 - 08/2010*

- Assisted owners in operation and maintenance of barbershop
- Administered set procedures for daily opening and closing of business
- Cleaned and sanitized barber tools and instruments daily
- Maintained appearance and housekeeping
- Provided client consultation of hair care desires and needs
- Produced various styles and techniques of hair-cutting in addition to beard and mustache trimming/shaving

**DAL GLOBAL SERVICES - Oakland, CA**

*Ramp Agent - 11/2007 - 04/2008*

- Operated aircraft machinery to safely transport cargo and luggage in and out of aircraft
- Controlled all cargo and luggage activity in baggage claim area to ensure that all reached intended destination
- Assisted in guidance of arriving and departing aircraft in and out of terminals

**EDUCATION**

**College of Alameda - Alameda, CA**

*08/2010 - 11/2010*

*Preventative Maintenance Training and Welding Certificate*

**Edward Shand Adult School - Oakland, CA**

*02/2007 - 07/2007*

*General Education Diploma*

**Greater East Bay Barber and Cosmetology - Oakland, CA**

*01/2005 - 11/2007*

*Apprentice Barber License - 09/2006*