

**Objective:** I am looking for an opportunity to learn a trade and be an asset to the company who employs me. Seeking a job in customer service or at any entry level position that will add real world experience and training, to better prepare me for my future. I am available for employment immediately. And willing to work hard.

### Highlights and Qualifications

- Excellent leadership, and organizational skills
- PC or MAC savvy
- Good with people/willing to help
- Exceptionally fit, able to lift and move 50+ pounds and sustain a tough pace
- Team player, easy to get along with, and respectful
- Teachable, willing to follow directions and work hard

### Communication

- Excellent listening skills and the ability to follow directions
- The ability to effectively solve problems, and open minded to other suggestions
- I'm open minded to others suggestions and avoid passing judgment
- Able to give clear, concise directions both oral and written

### Work History

#### Teen Challenge – Men's Christian Life School, San Francisco, CA

2013 – Present

*Intern Administrative Coordinator & General Labor*

- Managed and supervised 15 to 25 students on a day to day basis, insuring that work environment is established
- worked with management on all daily directives, organized days' agenda for student work and activities
- Completed daily reports as necessary, updated student work call board, written communication to management
- Remodeling homes, installing sheet rock, dry wall repairs and painting, clean up,
- Load and unload building materials, removed debris and trash and construction site, followed instructions

#### Susan G. Komen Breast Cancer Events

2012 - 2013

*Event Staff Planer*

- Preparation of food and catering
- Assisted in planning and organizing the events
- Served food, packed and unpacked food, interacted with event staff to complete tasks

#### Epic lights

2013

*Landscape lighting*

Landscape and installation of lighting on property performing a variety of tasks which include the following

- Knowledge and ability to use a variety of landscaping hand tools and power equipment
- Electrical wire installation, and transformer installation
- Drip system repairs, remodeling gardening green house, and general labor

### Education

Men's Christian Life School

Graduated

2014

References available upon request.