

Anthony Nash

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OBJECTIVE: To secure a full-time “kitchen worker”

WORK EXPERIENCE

House Manager

October 2013 - Present

I Choose Recovery | San Diego, CA 92105
Transitional Housing

- Maintain a tight daily and organize schedule in a four bedroom house by setting and enforcing house rules and chore list.
- Sweep, clean living room, then dust furniture and shine windows.
- Clean, scrub, mop kitchen area and shine counter tops, sinks and refrigerator.
- Maintain bathroom with shining tub and sinks; wash and maintain bed spreads for making bed area.

Receptionist

August 2010 - August 2011

House of Metamorphosis | San Diego, CA 92101
Nonprofit Charitable Organizations

- ① Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- File and maintain records.

Security Dispatcher

July 2009 - October 2009

Allied Barton Security Services LLC | San Diego, CA 92111
Security and Surveillance

- Receive or prepare work orders.
- Relay work orders, messages, or information to or from work crews, supervisors, or field inspectors, using telephones or two-way radios.
- Determine types or amounts of equipment, vehicles, materials, or personnel required, according to work orders or specifications.

EDUCATION: I received my high school diploma at San Diego Job Corp, in January 2005 and will be attending San Diego City College in January 27, 2014.

SKILLS: I can type 35wpm and I'm certified with my food handler card.