

ROY PERKINS, JR.

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OBJECTIVE

To obtain a hospitality position

HIGHLIGHT OF QUALIFICATIONS

- Skilled in public relations and customer service
- Experienced in data entry
- Computer literate; MS Word, Excel, Internet
- Strong communication skills

WORK EXPERIENCE

Sales Associate

- Assisted customers with requests and sales decisions
- Directed customers to appropriate department for requested merchandise as needed
- Checked back stock for products not on sales floor
- Maintained a clean and well-organized department

Census Crew Leader

- Supervised a team of 12 field employees that surveyed district residents in Oakland, CA for the U.S. Census Bureau
- Delegated assignments and assisted team as needed
- Proofread each assignment for accuracy and legibility
- Networked any amendments or updates regarding census operations

Crew Maintenance

- Clean and remove debris from downtown San Francisco sidewalks, gutters, and tree wells
- Operate two-way radio to report illegal dumping and hazardous waste to supervisor
- Answer questions and give directions to tourists and members of the community

EMPLOYMENT HISTORY

Crew Maintenance Worker	SF Clean City Coalition, San Francisco, CA	2012-2013
Census Enumerator	U.S. Census Bureau, San Leandro, CA	2010-2010
Reuse Technician	DaVita Dialysis, Daly City, CA	2008-2009
Sales Associate	Wal-Mart, San Leandro, CA	2008-2008

EDUCATION

General Education, Grant High School, Diploma

References Available Upon Request