

# Robert Fails

516 O'Farrell Street, San Francisco, California 94102

(415) 410-1988

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## OBJECTIVE

To obtain a position with a growing company where I can provide premier customer service and utilize my leadership and communication skills to grow in the workforce.

## SUMMARY OF QUALIFICATIONS

Results oriented and determined professional with demonstrated success; skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively; self-starting individual with the ability to adapt in fast paced environments; able to accept constructive criticism and follow direction.

## PROFESSIONAL EXPERIENCE

### Valentine Landscaping

February 2002 – March 2007

*Landscaper* – Oakland, California

- Follow planned landscaping designs to determine where to lay sod, sow grass, or plant flowers and foliage.
- Haul or spread topsoil, and spread straw over seeded soil to hold soil in place.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites, and other grounds features.
- Maintain and repair tools, equipment, and structures such as buildings, greenhouses, fences, and benches, using hand and power tools.

### United Counsel

March 2007– November 2007

*Custodian* – San Francisco, California

- Scheduled, coordinated, and performed routine and comprehensive custodial maintenance of assigned facilities.
- Reported and responded to emergency calls for custodial assistance.
- Cleaned and disinfected restroom facilities; ordered and stocked facilities with paper and supplies.
- Removed trash in accordance with established procedures.

### Ms. Lynn's Pies

March 2007– October 2007

*Baker* – San Francisco, California

- Use a variety of kitchen tools, including electric mixers, pans, rolling pins, and cutting tools.
- Measure and mix ingredients to form dough or batter, following recipes.
- Handle and move ingredients, tools, and cooking pans.
- Monitor baking process to identify needed adjustments.

## EDUCATION

Mission High School- San Francisco, California

High School Diploma

Graduation Date: June 1998

*Robert Fails*  
*516 O'Farrell Street, Apartment #516*  
*San Francisco, California 94102*  
*(415) 410-1988*

Dear Hiring Manager:

Please accept this letter of introduction as an expression of interest in pursuing employment opportunities within your Organization. I have enclosed my resume outlining my background and credentials.

As my resume indicates, I have a strong background in customer service as well as administrative skills, with an emphasis on customer service/relations. I am a self-starter, aggressive, innovative problem solver who has a participatory leadership style, positive attitude, and a reputation for dedication and quality service.

If you are seeking an individual to join your team who is as career committed as it takes to achieve success, then please consider what I have to offer. Realizing that letters and resumes are brief by their nature, I would appreciate an opportunity to meet with you to discuss your needs and how I may be utilized to your success. You may reach me at (415) 410-1988 to arrange an interview at your convenience.

Thank you for your consideration. I look forward to hearing from you.

Best regards,

Robert Fails  
Encl.: Resume



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