

ROY BUTLER

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PROFILE

- Able to pay attention to detail, follow rules, and record messages
- Cheerful, quick learner, team player, ambitious, and takes pride in work
- Skilled in communicating effectively, helping others, and promoting products
- Well-organized, able to build good relationships with co-workers, patient, punctual

EDUCATION

- **GED**, Edith Austin Skill Center: Oakland, CA – 1985
- **Completed Various Trainings**: Life Skills Training, Critical Thinking, Conflict Resolution, Mentorship, Life Cycle, Office Services: Soledad, CA – 2006-2014

EXPERIENCE

- **Operational Manager**, Mission Bay Comm. Church: San Francisco, CA – 11/2014 Present
Coordinate the food pantry and church services, janitorial, maintenance, loading and stocking, Inventory, food distribution, attend to the needs of people during services, registration during the food pantry hours and assist with line monitoring
- **Volunteer Food Commissary**, HealthRIGHT360: San Francisco, CA – 6/2014 to 11/2014
Inventory, stocking, unloading and loading, food distribution, completed janitorial tasks, server for all meals provided at the facility, worked well with other service members and staff on duty, skilled in conflict resolution, able to de-escalate and resolve conflicts
- **Loading Dock and Food Services**: Soledad, CA – 12/2010 to 6/2014
Stocking, janitorial, inventory, loading, clean up, organized and sanitized work areas
- **Office Services and Clerical Positions**: Avenal, CA – 2/2006 to 1/2008
Training on curriculum skills, office management, life skills, computer skills and typing and basic education, goal setting
- **PIA Laundry Services**: Ione, CA – 3/2002 to 3/2004
Maintained laundry for cleaning and distributing, moved large bins, ensured that laundry was cleaned, dried, and ready for delivery, worked well in a large group of 12+ other service members
- **Tutoring/Mentoring Program**: Ione, CA – 5/2000 to 3/2002
Assisted ESL students on grammar, facilitated small sessions with students on a daily basis, assessed progress, obtained scores and decided on necessary placements