

David Lowe

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OBJECTIVE: To obtain a position where I can gain experience and begin my professional development with a company that provides training and career advancement opportunities.

WORK EXPERIENCE:

EMBARCADERO PHYSICAL THERAPY CLINIC— San Francisco, CA
Administrative Assistant/Volunteer

14 Years

- General clerical duties including photocopying, fax, mailing and answering phone calls
- Resolved administrative problems and responded to written inquiries.
- Prepared and modified documents including correspondence, reports, drafts, memos and emails
- Scheduled and coordinated meetings, appointments and travel arrangements for managers or supervisors
- Prepared agendas for meetings and prepare schedule
- Recorded, compiled, transcribed and distributed minutes of meetings
- Opened, sorted and distributed incoming correspondence
- Assisted office staff in maintaining files and databases
- Prepared reports, presentations, memorandums, proposals and correspondence
- Assigned jobs and duties to office staff as needed
- Monitored office operations. Supervised all administrative personnel
- Scheduled appointments and meetings for executives and upper level staff
- Managed staff schedules. Tracked office supply inventory and approves supply orders
- Assisted in the preparation of department budgets and expenses
- Assumed other daily duties as assigned by the Office Manager

University of San Francisco--San Francisco, CA
Janitor

3 Years

- Engaged in all forms of labor that is necessary for repairs and maintenance of the facility.
- Made sure that the overall appearance of the facility is up to standards and city codes.
- Followed and complied with all applicable health and sanitation procedures and adheres to safe work practices.
- Assumed other duties and responsibilities as assigned by management.
- Monitors maintenance of the facility to ensure that it is clean and maintained according to company policies and procedures.
- Cleared streets, driveway and grounds from debris to eliminate public hazards.
- Assumed other daily duties by the Shift supervisor

SUMMARY OF QUALIFICATIONS:

- Excellent interaction and communication skills with people at all levels
- Strong problem solving, analytical skills and attention to detail.
- Able to multi task and adapt to any situations. Excellent customer service skills

EDUCATION/TRAINING:

SF State University- San Francisco, CA
America Works of California – San Francisco, CA

BS in Human Movement
Job Readiness Training, Nov 2014