

## **Ricardo Songalia**

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**Objective:** To obtain the position of Gardener Assistant. My desire is to bring my dedication, enthusiasm, and positive attitude to this work. I enjoy working with my hands, possess the ability to take direction and communicate effectively.

### **Qualifications**

- Past experience working with community outreach programs; helped organize and clean community center and enrolled at-risk youth.
- Improved dish line speed at restaurants, increased customer satisfaction and rate of customer return.
- Constantly look for ways to improve communication with coworkers and increase efficiency.

### **Work Experience**

Case Management Assistant/ Youth Worker

#### **Vietnamese Youth Development Center**

- Set up ice-breaker games, helped staff set up for outings and events outside the program.
- For the community I assisted and handed out free meals to the elderly people in the neighborhood.
- Submitted reports and records of new clients to the program supervisor.
- Enrolled youth from the Tenderloin Community into the program, introduced them to day-to-day activities and duties.
- Assisted case-manager to help students apply for summer jobs ages 16-18.

#### **Dishwasher/Prep Cook**

- Cleaned and organized kitchen area, ensured all utensils, cookware and supplies were kept in their proper place.
- Helped staff prepare orders during non-busy hours.
- Assisted the chef with prep-cook cutting vegetables and setting up plates.
- Removed garbage from premises, cleaned outside of restaurant with power hose.

#### **Department Of Public Works/Environmental Public Service Aide**

- Clean public streets and community residents.
- Removed graffiti from bus stops store fronts businesses, banks, mail boxes and schools.
- Communicated efficiently to supervisor any concerns of client needs, Help direct customers for directional options.
- Report to control for a steam washer for urine smell certain bus areas and other public relations.

#### **Two X Sea Fish Warehouse Worker**

- Help clean the warehouse with power hose, clean the freezer with mop and organized the supply closet.
- Weighed up to 100-300 pounds fish also scaled.
- Clean the bathroom inside and out, emptied trash and recycle bins
- Helped empty fish bins in proper storage, filet up to 10-30 fishes.

### **Education**

- John Adams Campus - City College G.E.D. Graduate  
Graduated 2010

San Francisco, California