

# **Craig Allen Knight**

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San Francisco, CA 94122

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## **Objective**

To attain entry level employment in warehouse, restaurant, clerical, or customer service position

## **Applicable Skills**

- Self-directed
- Quick learner
- Goal oriented
- Punctual
- Responsible
- Detail oriented
- Motivated
- Works well under pressure

## **Experience**

CDCR, San Rafael, CA

April 2009 through March 2015

### Counselor's Clerk

- Familiar with properly completing disciplinary and incident reports
- Performed general office activities such typing, operating office machines, and processing mail
- Sorted and classified information according to guidelines such as content, purpose, user criteria, chronological, alphabetical, or numerical order
- Inputted data such as file numbers, new or updated information, or document information codes into computer systems to support document and/or information retrieval
- Ensured that all new inmates were scheduled for an intake review
- Scanned and read incoming materials to determine how and where they should be classified or filed

CDCR, Susanville, CA

June 2003 through April 2009

#### **Office Assistant**

- Responsible for keeping track of daily intake and outtake population reports
- Made sure that all inmates were accounted for at all times
- Took initiative to create forms that increased efficiency of the workplace
- Accountability for monthly orders and inventory
- Worked directly with Correctional Officer's to record non-confidential information
- Oversaw day-to-day group activities of residents institutions

#### **Education/Certifications**

- GED (1987)
- Microsoft Word
- T.A.B.E. Score 12.9 (June 1998)

#### **References**

Dave Hoover, Case Manager @ San Francisco Strong, 4336 Irving Street, San Francisco, CA 94122

(415) 340-3285

Jeremy Davidson, Case Manager @ San Francisco Strong, 4336 Irving Street, San Francisco, CA 94122

(415) 954-2313

Lou Gary, Manager, Greyhog Company, 525 Wildwood Way, San Francisco, CA 94112

(415) 337-6500