

THEODORE PARKER

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OBJECTIVE:

To utilize my knowledge and skills to enhance production and bring forth a set of skills that will increase productivity.

QUALIFICATIONS:

- *Filing experience
- *Computer proficient: Microsoft Word, MS Excel, MS Power Point, and MS Outlook.
- * Excellent time management skills
- * Excellent verbal and written communication skills

EDUCATION:

Fresno Pacific University, Business Management, Fresno, CA
National Center for Construction education and research (NCCER)

June 2012

May 2009

WORK EXPERIENCE:

True Blue (Temp Agency)

2014-present

San Francisco, CA

- Safety, Hand Tools, Power Tools, Blueprints, and Rigging.
- Performs general laborer tasks, including loading, unloading, lifting and moving materials
- Assists with demolition and debris removal
- Cutting and provides materials to carpenters, assists with safety set up, responsible to work at direction of foreman to maintain a clean, safe and productive worksite, works under supervision of foreman or journeyman
- Construction, Manufacturing, Logistics/Warehousing, Retail Support, Auto Services, Waste/Recycling, Hospitality, Events, Restoration, Disaster Recovery

MELVIN HOLMES PROPERTIES

Construction/general labor

2008-2013

San Francisco, CA

- Capable to lift 75 lbs without assistance or risk of injury, hammer, tape measure, pry bars, skill saw, saw all, rotor hammer, demo hammer, pick ax, shovel, fixture, lighting,
- Responsibilities for day to day maintenance and appearance of the buildings and grounds. Prepares vacant condominium and/or rental units for occupancy
- Visually inspects buildings and grounds in the course of daily work and reports anything in need of repair or replacement as well as unusual or extraordinary circumstances regarding the property or residents to management. Ensures the appearance of the building and surrounding areas are kept at the high standard my manager expected, as well as residents.
- Performs duties according to Occupations Safety & the Health Act (OSHA)

VOLUNTEER EXPERIENCE:

Omega boys club of San Francisco

Volunteer- 2000-2001

San Francisco, CA

- Working one on one with pre and post adjudicated juveniles detained at San Francisco Juvenile Center
 - Assisted youth in developing decision making, conflict resolution and goal setting skills.
 - Provide input to case plan development and implementation
 - Attended court with juvenile to provide support
 - Trained in overview of Juvenile Justice system, mentor counseling and communication skills and detention system policies and procedures
 - Passed juvenile probation local jurisdiction clearance to work in detention facility.
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Reference Available Upon Request