

Angel Borg
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WORK HISTORY

Receptionist Jan – March 2015

Walden House, San Francisco, CA

- Answered and forwarded incoming calls and took messages for up to 115 residents
- Greeted and directed visitors and paged clients
- Listened to and helped resolve complaints from residents and visitors
- Received and distributed incoming mail

Warehouse Worker Nov 2012 – May 2014

State of California, Chowchilla, CA

- Inventoried supplies and restocked shelves
- Loaded and unloaded supplies and materials from delivery trucks
- Scanned items using commercial scanner
- Cleaned dock, service areas and equipment

Cook/ Server, temporary 2006, 2010 – 2012

State of California, Soledad, CA

- Cooked and prepared breakfast and dinner foods, including meats, poultry, soups, salads, and desserts
- Operate large-volume cooking equipment such as grills, griddles, mixers, and commercial oven
- Measure ingredients required for specific food items being prepared
- Cleaned food preparation areas, cooking surfaces, and utensils.
- Served food and replenished food serving line

Groundskeeper 2007 -2009

State of California, Lone, CA

- Mowed, edged and weeded lawns, using power mowers and edgers
- Used hand tools, including shovels, rakes, pruning saws, saws, and hedge trimmers
- Ensured proper maintenance of sidewalks, driveways and parking lots

General labor/ Carpenter 1997 - 1998

Crescent City, CA

Installed sheet rock and laid pipe for sinks

Built furniture, using power tools

Used table saw and skill saw to cut wood

EDUCATION

High School Diploma, Lone, CA