

ALAN YOUNG

270 MCALLISTER STREET #320, SAN FRANCISCO, CA 94102, (415) 637-7958
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HIGHLIGHTS & QUALIFICATIONS

- Valid Class-C driver's license (willing to upgrade license type)
- Excellent DMV driving record
- No accidents or moving violations
- Experienced in driving Bobtails, pick-ups, delivery vans, extended vehicles and vehicle combinations

PROFESSIONAL PROFILE

- Over 40 years of warehouse and driving experience for the State of CA and private businesses
- Experienced in warehouse work including: shipping and receiving, operating palate jacks, driving fork-lifts of varying sizes, stocking merchandise, and other duties
- Get along well with others
- Recognized by past supervisors for being a quick learner and skilled worker
- Excellent attendance record
- Ability to safely lift upwards of 100lbs
- Well-versed in PowerPoint, Excel, and internet searches

EXPERIENCE

2/1/2013 TO PRESENT SCSEP San Francisco, CA

TRAINEE

- Senior Community Service Employment Program
- Attends job training at multiple sites to increase skill sets.
- Sites include:
 - YMCA Senior Program - kitchen skills such as: cooking, food preparation, and environmentally safe cleaning procedures.
 - Family Service Agency - reception desk: answer phones, receive and sort mail for delivery, make copies, and route memos
 - Salvation Army - kitchen skills such as: cooking, food preparation, and environmentally safe cleaning procedures.

1976 TO 2006

State of California

Tracy, CA

INVENTORY CLERK

- Accepted and documented incoming shipments.
- Received and documented outgoing shipments.
- Drove and operated a forklift.

FUNERAL DIRECTOR

HUDSON FUNERAL HOME

Oakland, CA

- Transported bodies from the coroner's office to the funeral home.
- Assisted in embalming bodies.

- Made funeral arrangements for each individual
- Created obituaries for the deceased.
- Sold burial insurance.
- Transported family members throughout the funeral process.

FUNERAL DIRECTOR **JACKSON FUNERAL HOME** *Oakland, CA*

- Transported bodies from the coroner's office to the funeral home.
- Assisted in embalming bodies.
- Made funeral arrangements for each individual.

YOUTH COUNSELOR **NEIGHBORHOOD YOUTH CORE** *Oakland, CA*

- Supervised 18 youths aged 13-17 in summer city co-co jobs.
- Advised, supported and counseled the youth throughout the summer.
- Transported and guided youth to their jobs throughout the city.

SHIPPING CLERK **WAREHOUSE MONTGOMERY WARD** *Oakland, CA*

- Fill worldwide catalog orders.
- Ship orders nationwide, as well as worldwide.
- Controlled inventory for the store and catalog.
- Developed a system to keep inventory in order.
- Ordered products to avoid inventory shortage.

STREET SWEEPER/DRIVER **CITY OF OAKLAND SANITATION DEPT.** *Oakland, CA*

- Worked on street cleaning details.
- Unclogged and cleaned sewage lines.
- Collaborated and assessed city street and roadway damages.

EDUCATION

1971-1974	San Francisco Junior College	<i>San Francisco, CA</i>
1971-1974	Alameda College	<i>Alameda, CA</i>
1971	McClymonds High School	<i>Oakland, CA</i>

REFERENCES

References available upon request.