

JUSTIN J. READ

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Looking to find employment in a company I can grow with. I have a wide range of skills, working with a diverse range of clients.

EDUCATION

Chico State University, Chico, CA **BA degree - Social Science – May 2011**
Diploma music production – Lewisham College London - 2001

EXPERIENCE HIGHLIGHTS

2014 – Present Apple One Staffing and Nelson Staffing

- worked at various office positions in San Francisco
- data entry at First National Bank. Processing visas for Indian Embassy. Mail room staff at Gap Inc. Mail room at Salesforce.

2012 – Present Event Staffing - Global Gourmet Catering, CSS

- Helped at a number of conventions in city providing catering and staffing services.
- Working closely with clients and assisting appropriately.

2011 – 2013 San Francisco Rescue Mission- (volunteer)

- General volunteer – helped food prep, introducing people to programs.
- Basic case management, helped train volunteers.
- Security, worked in warehouse.

2008 – 2011 Chico State University

- Full time student studying Social Sciences.

2006 – 2007 Arbor Education and Training

- Administration. Front desk, making sure schedules were coordinated for case managers. Office software.
- Answer phones

2005 – 2006 Best Image Marketing

- Helped create and maintain websites.
- HTML, CSS, javascript.

2001 – 2003 Pan Communion of Adidam

- Accounts Payable and Receivable.
- Use of DOS accounting