

James Nortey

Resident Volunteer - City Team Ministries

San Jose, CA

jn.nortey@gmail.com - 408-661-3206

WORK EXPERIENCE

Resident Volunteer

City Team Ministries - San Jose, CA - October 2014 to Present

Pantry worker: Responsible for Receiving and sorting food donations.

- Meal counter: Register and count all homeless Guest for Breakfast, lunch and dinner.

Accounts Clerk

Valin Corporation - San Jose, CA - June 2011 to May 2012

Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

- collect resale certificate from customers

Book keeper

Accra Ghana - January 2008 to March 2011

Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers. Upload file in a computer.

Assistance Deli manager

King Soopers - Arvada, CO - November 1994 to November 2007

Meat wrapper

- Clean and sanitize work areas, equipment, utensils, dishes, or silverware.
- Order products for the sale floor.

Line cook

Marriott International - Golden, CO - November 1994 to August 2007

Portion, arrange, and garnish food, and serve food to waiters or patrons.

- Observe and test foods to determine if they have been cooked sufficiently, using methods such as tasting,

EDUCATION

Accounting in Business

Accra Polytechnic Ghana - Accra

1988 to 1990

Osu Presbyterian secondary School

SKILLS

Cooking