

**Reneisha Jeter**

702 Missouri Street, San Francisco, CA 94107, (415) 471-7880, [reneisha.jeter@yahoo.com](mailto:reneisha.jeter@yahoo.com)

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**Summary of Skills**

- Excellent communication skills
- Enjoy working with people of all ages
- Supervised up to 10 Employees
- Enjoy working in physically demanding job

**Education History**

City College 2010-2015                      Off and on pending (AA)

John Muir Charter High School      High School Diploma

**Employment History****In Home Attendant**

IHSS- San Francisco Ca October 2014-Current

- Cleaned and prepared day to day routines and activities for client.

**Dishwasher,**

Pasty Cupboard- San Francisco, CA August, 2014 – October 2014

- Made sure all dishes were sanitized and cleaned

**Janitor,**

CMSC-San Francisco, California April 2013-Oct 2013

- Clean rooms and other interior and outside areas
- Replenished cleaning supplies and paper products in rest rooms
- Vacuum, dust, mop and clean windows and dispose of garbage
- Report repairs when necessary
- Sanitize restrooms and kitchen daily
- Operated buffer to wax and strip floors
- Prepared weekly cleaning reports
- Mixed cleaning products in a safe environment

**Crew Leader**

SF Water Department San Francisco Conservation Corps San Francisco-CA June 2010-2011

- Assigned tasks to Corps members and ensure that they have the proper tools for projects
- Removed non-native trees and plants to prevent fire hazard of electrical wires
- Overseen a crew cutting down Acacia trees while using a power chain saw
- Cleaned hand and power tools by disassembling them and using a wire brush to remove particles
- Replaced and installed approximately 6' fence posts and barbed wire

**Corps Member, Holly Court Sunnydale Housing Development Mount Davison and Port of San Francisco**

- Loaded and unloaded landscaping tools such as; shovels, brooms, post-hole diggers, water hose and weed whacker for a crew of 9 Corps members
- Demonstrated and trained Corps members on all the phases of the projects
- Followed through with blueprint directives from field supervisors
- Laid landscaping fabric and cut 210 holes for each plant, which covered (sq. ft.)
- Used various hand tools Shovel, rake, pick axe and skill saw for measuring and cutting materials
- Constructed 6-6' benches and 8 planter boxes for the Sunnydale Community to recreate and grow vegetables
- Laid aggregate rock for the base of the walkway

*References Available Upon Request*