

PROFILE

Bilingual Security, Maintenance and Logistics Professional seeking service as a Security Guard, Loss Prevention Officer, Facilities Maintenance Technician, Custodian, Janitor, Warehouse Shipping/Receiving Clerk, Package Handler, Delivery Driver Assistant, or similar position

ACHIEVEMENTS & QUALIFICATIONS SUMMARY

- 3 years of Security responsibilities, closing retail businesses and accounting for cash: Closed or opened restaurants and a store daily, and ensured 100% cash security for up to \$4,000 daily.
- 4 years of Inventory & Warehouse experience: Expedited 500 - 1,000+ UPS parcels daily, stocked food deliveries and up to 20 boxes of store merchandise daily, moved heavy furniture.
- Security & Warehouse technology savvy: Able to use forklifts, pallet jacks, hand scanners, two-way radios, touchscreen registers, iPads, Mac or Windows computers, and databases.
- 5 years of Maintenance service, cleaning two restaurants, a store and warehouses daily: Cleaned all restaurant kitchen and dining areas to OSHA regulations, maintained clean, safe stockrooms, and removed tons of debris weekly from city streets and lots.
- Outgoing, respectful communications honed in customer service, volunteer service, and team management: Patiently helped up to 100+ store customers daily, trained and advised team members, and read books to children. Bilingual in Cantonese, with additional basic Spanish ability.

DAILY ACHIEVEMENTS & EXPERIENCE

SECURITY PROCEDURES

- Opened or closed a restaurant and store daily depending on the shift, including making sure customers were gone before locking doors, cleaning, checking all kitchen equipment, setting the alarm when leaving, and disabling alarms at opening time.
- Ensured 100% cash security for up to \$4,000 daily by regularly depositing register cash in vaults, logging all vault deposits and register totals, and training cashiers in register security procedures.

WAREHOUSING & STOCKING

- Handled UPS parcels of up to 150 lbs., including quickly unloading, sorting, and safely loading boxes.
- Stocked 10-20 boxes of store merchandise daily, including receiving, sorting, stocking, moving furniture for sale, rearranging products and displays, and changing prices or signs as directed.
- Stocked 10+ boxes of food deliveries daily, such as unpacking, sorting, and rotating food by date
- Kept 100% custodial supply levels for cleaning products, restroom amenities, and equipment parts.

MAINTENANCE SERVICES

- Maintained two restaurants daily, including disinfecting counters and all food service equipment, wiping down tables, wiping down tall glass windows, mopping, buffing floors, and emptying trash.
- Cleaned up to 5,000+ square feet of warehouse and store space daily, including sweeping, breaking down boxes, and taking boxes and trash out for collection.
- Cleaned up to 5 miles of city streets and lots each week, including sweeping, raking, collecting litter, removing illegal postings or signs, and clearing abandoned property.

WORK & VOLUNTEERISM

Stockroom & Classes Volunteer	Leah's Pantry, San Francisco, CA	2014 – 2015
Seasonal Package Handler	United Parcel Service, San Francisco, CA	9/14 – 1/15
Kitchen Cook / Asst. Manager	Taco Bell & KFC, San Francisco, CA	5/14 – 10/14
Street Cleaning Team Member	Dept. of Public Works, San Francisco, CA	1/14 – 6/14
Assistant Store Manager	Goodwill Industries, San Francisco, CA	7/11 – 1/14

EDUCATION

Career Readiness Certificate	Workforce Development Career Link Center, SF, CA	2015
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U.S. History & Journalism
English, Algebra & Biology

Five Keys Charter School, San Francisco, CA
City College of SF (Phelan & Southeast campuses)

2005 – 2007
1998 – 2005