

## **SUMMARY OF QUALIFICATIONS**

- **Experience Years: Carpet Tech-5+. Maintenance/Cleaner-5+. Construction/Labor-4+. Driver-3+. Caregiver-3+. Warehouse/Stock Clerk-2+.**
- Motivated, honest, dependable, responsible, resourceful, & well-organized.
- Adept at analyzing, researching, organizing, & problem-solving. Able to prioritize, delegate, & motivate.
- Able to handle challenging customers. Strong math skills. Able to count money & give accurate change.
- Able to learn new skills & adjust to change. Work well under pressure. Thrive on challenges.
- Computer literate: knowledge of computer basics, Internet, e-mail, & word processing.

## **WORK EXPERIENCE**

- Private Client, Caregiver, San Francisco, CA** **2013 – Present**
- For an elderly, fragile adult, performed varied caregiver duties, including meals, housekeeping, sanitation, administered medications, blood pressure, pulse, & temperature checks, & pacemaker tests. Escorted patient on errands, including banking, medical appointments, & food shopping.
- Good Guy's Carpet Care, Owner/Manager/Carpet & Floor & Wood Tech, Daly City, CA** **1997–Present**
- Sub-contracted carpet & floor services for America's Best, Magic Carpet, & Macy's.
  - Stripped & waxed large commercial floors. Installed varied hardwood, mosaic, tile, & vinyl floors.
  - Installed, removed, patched, repaired, stretched, sanitized, de-odorized, & micromonized all kinds of commercial & residential carpets. Cleaned carpets for many private clients, including some celebrities.
  - Installed up to 3200 square feet of commercial office carpet per day.
  - Performed routine preventive carpet maintenance. Maintained carpets in excellent condition.
  - Recorded type & cost of maintenance & repair work. Ordered parts from suppliers.
  - Maintained & repaired specialized equipment & machinery. Installed solar paneling for a large residence.
  - Trained & managed a crew of 3 carpet techs & 2 subcontractors.
  - Fabricated & repaired counters, benches, partitions, sheds, outbuildings, & other wooden structures.
- Jimmy German Construction Company, Construction Laborer, San Francisco, CA** **2015 – 2015**
- Assisted the owner-manager in several major projects for businesses & private homes.
  - For varied commercial & residential customers, completed varied construction projects.
  - Built a large retaining wall, 8 feet high & 30 feet long. Installed plug sockets, light fixtures, & chandeliers. Removed & replaced dry rot. Installed windows. Remodeled a private home, including bathrooms, bedrooms, hallways, kitchen, living room, & garage. Installed gas lines, water lines, & plumbing lines. Assisted in repairing varied private homes, several lawyers' offices, & dot.com companies.
- Big Lots, Warehouseman/Stock Clerk, Redwood City, CA** **2014 – 2014**
- For a major national discount retailer, which specialized in varied clothing, household, food items, & drug items, performed varied warehouse & stock tasks.
  - Stored items in an orderly, accessible system in the main warehouse & in supply rooms.
  - Verified inventory counts. Compared them to physical counts. Investigated & adjusted errors.
  - Cleaned & maintained supplies, tools, equipment, & storage areas, following safety regulations.
  - Set proper storage methods, identifications, & stock locations. Assisted other workers.
  - Kept records on use & damage of stock & stock equipment.
- Muni, Bus & Train Cleaner, San Francisco, CA** **2013 – 2013**
- Cleaned San Francisco public transit busses & trains.
- Polyglass Company, Warehouseman/Forklift Driver/Assembly-Factory Worker, Fernley, NV** **2012 – 2013**
- For a huge international roofing supply company, worked in their central international warehouse.
  - Provided varied warehousing duties, including unloading & loading bigrig trucks, organizing & preparing pallets for shipping, & fabricating pre-fabricated roofs.
  - Used forklift to move finished products to stacking areas & to shipping trucks.
  - In the assembly line, fabricated roofs, including forming the thick cardboard pieces, asphalt paper, & shingles into one unified product.

**Yellow Taxi Cab Company, Taxi Cab Driver, San Francisco, CA 2007 – 2008**

- For one of the largest international taxi cab companies, drove varied schedules, including graveyard.
- Provided excellent customer service. Collected fares, including credit & debit transactions.
- Transported passengers safely & efficiently all over the Greater San Francisco Bay Area.
- Provided guided tours to the Napa Wine Country & to San Francisco scenic & historic sights.
- Provided unusually excellent service to the varied public transportation locations, including the 3 Bay Area international airports, BART, CalTrans, & bus stations.

**Sterling Bank Service, Maintenance Worker, San Francisco, CA 2000 – 2001**

- For 100+ local banks with 800+ Bank of America ATM's all over the Greater San Francisco Bay Area, cleaned & serviced ATM's, bank vaults, & safe deposit boxes. Painted, cleaned, & replaced decal, logo, silk screening covers, & lights.
- Performed routine preventive maintenance. Ensured physical condition of buildings did not deteriorate.
- Maintained both interior & exterior of buildings. Inspected, operated, & tested machinery.

**Terrance L. Gardener Construction Company, Construction Foreman, San Francisco, CA 1993 – 1996**

- For a busy, private construction company, assisted in completing varied remodeling & repair projects for private residences in San Francisco, Vallejo, Oakland, Emeryville, Concord, Antioch, Pittsburg, Orinda, San Jose, San Mateo, South San Francisco, San Bruno, Pacifica, Daly City, & other Greater Bay Area locations.
- Controlled traffic near work zones. Cleaned & prepared construction sites to eliminate hazards.
- Loaded, unloaded, & identified building materials, machinery, & tools. Moved them to proper areas.
- Measured, marked, & recorded openings & distances to layout areas of planned construction work.
- Dug ditches & trenches, backfilled excavations, & compacted & leveled earth to grade specifications.
- Mixed, poured, & spread concrete. Smoothed & finished freshly poured concrete.
- Tended pumps, compressors, & generators. Provided power for tools, machinery, & equipment.
- Heated & moved asphalt & other materials. Assisted craft workers, carpenters, plasterers, & masons.
- Operated jackhammers & drills to break up concrete. Helped carpenters carry materials between locations.
- Worked on roofs & high scaffolds. Measured lumber for cutting. Fastened lumber. Installed hardware.
- Sanded surfaces to remove ridges, tool marks, glue, & caulking. Secured stakes to grids for footings.
- Constructed forms & raised them to required elevations.

**Jewish Community Center, Maintenance Worker, San Francisco, CA 1990 – 1994**

- For a highly respected & prestigious community-based organization, maintained interiors & exteriors of two blocks of buildings, including a pre-school, main offices, gymnasium & pool, jacusis & saunas, tennis & racquetball courts, cafeteria, auditorium & meeting rooms, & senior & assisted living center.

**Assured Transportation & Delivery Company, Driver, San Francisco, CA 1991 – 1993**

- For a large commercial transport company, delivered varied auto parts for Car Quest & Finish Masters.
- Checked vehicles to ensure mechanical, safety, & emergency equipment were in good working order.
- Maintained logs of working hours & vehicle service & repair status, following regulations.
- Secured cargo for transport, using ropes, blocks, chains, binders, & covers.
- Obtained receipts & signatures for delivered goods. Collected payment for services.
- Checked accuracy & completeness of all load-related documentation.
- Followed special cargo-related procedures. Verified contents of inventory loads against shipping papers.
- Wrapped goods, using pads, packing paper, & containers, & secured loads to trailer walls, using straps.
- Gave directions to laborers packing goods & moving them onto trailers.
- Collaborated with other drivers as part of a driving team.

**EDUCATION & TRAINING**

- Polyglass Company, Fernley, NV, 2012. Completed Certified Forklift Training.
- Sterling Bank Service, SF, CA, 2000. Completed Certified OSHA Training for Chemical Handling.
- Carpet Maintenance Supply Company, San Mateo, CA, 1997. Completed Carpet Tech Certificate Training.
- Skyline College, San Francisco, CA. Studies in General Education.
- High School Diploma, Bond High School, Bond, Germany.