

**Isiah Fields**  
**1387 Kansas Street**  
**San Francisco, CA 94107**  
**(415) 309-6237**  
**isiah.fields415@gmail.com**

**SUMMARY:** Self-motivated worker with strong communication, supervisory, organizational, counseling and “hands on” mechanical skills. Seeking employment with a growing business or organization that provides opportunities for professional and personal growth.

## **PROFESSIONAL SKILLS**

### **Kitchen Management/Inventory Clerk**

- Responsible for ordering and stocking supplies for an Industrial Kitchen
- Maintained a high volume of food orders and oversaw food inspection and quality control

### **Machine Operation**

- Extensive experience operation burning machines, upset mills and furnaces
- Organized and supervised shipping of materials between departments
- Supplied and organized material for conveyer belt teams

### **Sales**

- Conducted fundraising for not-profit organization and door to door canvassing
- Provided outreach support to a variety of groups
- Managed teams of volunteers to ensure tasks were assigned and completed
- Maintained record system and performed light bookkeeping
- Three years of steady employment

### **Property Management/Maintenance**

- Provided general property maintenance including groups keeping, painting and light plumbing
- Responsible for maintaining equipment inventory and coordinating work with contractors

### **Counseling**

- Designed curriculum for and facilitated healthy living program
- Provided peer health education and recovery referral information
- Counseled individuals to design and implement appropriate goals
- Coordinated the day to day scheduling of Support Groups

## **EDUCATION and PROFESSIONAL CERTIFICATIONS**

Associate of Arts Degree, Social and Behavioral Sciences, Coastline College 2015

Associate of Arts Degree, Arts and Humanities, Coastline College 2015

Certification in General Business, Coastline College 2013

Certification ANSI Food Handler Service Training, 2016

Certification as an Infection Disease Health Educator 2012

Certification as a Drug and Alcohol Counselor, Stratford Institute 2010

Certification counseling Addicts and Offenders, Universal Class 2006

Understanding Arrested Development and Dual Personalities, 2006

Domestic Violence Aid, “Safety Planning,” 2005



# Certificate of Completion

This is to certify that

**Isiah Fields**

DOB: 1 October 1964

successfully completed

**Res**



## ANSI Food Handler Service Training

16 July 2016

This certificate is valid for 3 years from the date indicated above.

**Responsible**  
TRAINING

A Service of Safeway Certifications

Andrew Tyndall, Operations Manager

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