

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Kevin To
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Working Experience:

Company Name: Fullerton School District - Classified

Dates of Employment: 10/15 - 6/16

Job Responsibility:

- - Assist in physical education instruction
- - Plan and assist in afterschool day care
- - Plan lessons on various activities occasionally

Company Name: Grey & Grey LLC

Dates of Employment: 4/12 - 8/15

Job Responsibility:

- - organize, label, package, and ship various sunglass-related orders
- - Communicate with unsatisfied customers about complaints via email or phone
- - order stock ~~and~~ from third-party wholesale
- - Plan various worker schedules

Company Name: Midway City Church

Dates of Employment: 8/11 - 11/12

Job Responsibility:

- - Assist English ministry Pastor in various planned activities, ie: outreach, family comp
- - Type reports and prepare talks
- - Schedule events within church

Skills

- - Bilingual in Vietnamese and English
- - Proficient in microsoft