

# Trevor KleinSmid

## Server

San Jose, CA 95117

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Authorized to work in the US for any employer

## WORK EXPERIENCE

### Server

Pizza Antica - 2016-08 - 2017-04

Greet customers promptly and with an enthusiastic attitude

- Providing a fine dining experience in a laid-back, casual environment by utilizing skills learned while working as a food runner and barback
- In-depth knowledge of menu items, down to every ingredient
- In-depth knowledge of the beer and wine menus; knowing aromas, tastes, body and finish

Food Runner

- Learn the menu items thoroughly in order to recognize food items on the line
- Recognize whether or not any modifications had been made to food items or if there were any items/modifications missing
- Promptly delivering all items to the correct table number and seat number to avoid "auctioning" off food
- Delivering the food as in a fine dining environment; i.e. children/ladies first, open hand service, refilling waters and/or asking if anyone would like another beverage

### Apprentice Carpenter

Alltrue Builders - 2013-04 - 2015-07

New framing for remodeling bathrooms, kitchens and garages

- Cabinet/vanity building and installation
- Crown moulding and base installation

### Apprentice Carpenter/Laborer

Fernandes and Sons - 2012-01 - 2013-04

Build and maintain dust control barriers

- Pick-up/deliver and move material
- Assist sub-contractors in any tasks that require a second hand
- Overall clean-up and maintenance of job site

### HVAC & Process Piping Contractor

De Bella Mechanical, Inc - 2005-06 - 2011-11

Manage purchases for job site materials and shop stock items.

- Issue purchase orders for procurement of materials, tools, etc.
- Oversee company driver(s) to pick-up & deliver material orders.
- Maintain American Contractor database of purchase orders.
- Maintain ToolWatch database of company tools & equipment.

#### Assistant Purchaser

- Organize & manage temporary job files.
- Track status of back-ordered tools & materials.
- Conduct training of newly hired company expeditors.
- Assist in data entry on American Contractor.

#### Company Expeditor

- Pick-up & deliver tools, materials, etc. to job sites.
- Pull parts & material on material requisition lists from company stock.
- Restock & maintain employee toolboxes.

#### EDUCATION

##### **none in Business Administration/Management**

West Valley Community College - Saratoga, CA

2005 - 2010

#### SKILLS

ADOBE PHOTOSHOP, AUTODESK, AUTODESK MAYA, AWARD, CARPENTRY

#### LINKS

<https://www.linkedin.com/in/tkleinsmid>

#### ADDITIONAL INFORMATION

##### Professional Skills:

- Strong knowledge of Construction practices; including carpentry, plumbing, and electrical.
- Proficient in Microsoft Office Word, Excel and Outlook.
- Proficient in American Contractor and ToolWatch.
- Beginner in HTML, HTML5 and CSS.
- Beginner in Adobe Photoshop & Autodesk Maya.

##### Activities and Accomplishments:

- Developed and managed a no-cost, beginner roller hockey camp for youths in a local elementary school by contacting the principal and having a letter sent home to parents.
- Coached youth travel hockey teams of various age groups for five years (based out of the Silver Creek Sportsplex).
- Played hockey for the Oakland Goodlife; 2012-13 champions of the A.I.H.L. (American Inline Hockey League).
- Four years service to Rebuilding Together's annual "National Rebuilding Day" which utilizes sponsors and volunteers to remodel homes for less-fortunate.
- Earned Division Chair Award at West Valley College for excellence in Business Law.