

Paris Beccerra

415-876-9194

parisbeccerra@gmail.com

Objective: To obtain a position with the Port of San Francisco's PST Program as a Clerical and Ground Assistant where I can utilize my skills and abilities to aid in the efficiency of your department.

Highlights and Qualifications:

- Hard Work Ethic
- Great time management
- Communication skills
- Proficient in Microsoft Programs
- Able to handle several difficult tasks at one time
- Proactive and reliable to fellow team members and managers

Work Experience:

Larkin Street Youth Services San Francisco, CA 2016 to Present

Kitchen intern

- Maintain cleanliness of work station, storage area and kitchen
- Prepares food according to the supervisor instruction
- Greets guests and offers additional help
- Support chefs and project team on client projects
- Store food in designated containers and storage areas to prevent spoilage
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving

United Parcel Service South San Francisco, CA 2016 to Present

Package Handler

- Assembles, lines and pads cartons, crates and containers manually to prepare them for shipment
- Examines and inspects containers to make sure they are ready to be transported to the customer
- Pulls out packages that are improperly labeled, sealed or backed for reprocessing
- Uses a variety of tools to prepare packages for shipping including box sealing tape, heat sealers, staple guns and stretch wrap
- Places containers on proper conveyor belts and in chutes to go to the loading dock
- Works on a team to process all packages by the end of the shift

Education

General Education Certificate in Progress Larkin Street Youth Services San Francisco, CA

References Available Upon Request