

Karl Craig

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SKILLS:

- Skilled at cleaning and sanitizing areas in a timely fashion
- Comfortable working with at-risk populations
- Strong attention to detail
- Personable and professional. Effective communicator with clients and co-workers
- Demonstrated ability to follow all safety and personnel rules and regulations
- Able to work well independently as well as part of a team
- Enthusiastic about hard work and expanding on current skills

EMPLOYMENT HISTORY:

Dishwasher – Gate Gourmet, San Francisco International Airport, CA 2 months

- Separated washable items and placed them on the dishwasher conveyor belt to be washed.
- Maintained kitchen work areas, equipment, and utensils in clean and orderly condition

Letter Carrier – United States Postal Office, Los Altos, CA 10 years

- Responsible for delivery to residences and business establishments on six different mail routes
- Sorted, organized, and bundled mail in preparation for delivery
- Held mail for customers who weren't available at their delivery locations
- Maintained accurate records of deliveries

Personnel Clerk – Department of the Army, San Francisco, CA 1 year

- Compiled and maintained records including employee information, personal data, tax data, and pay records
- Updated employee files for payroll and other uses
- Calculated wages and record data for payroll

Washer/Packer – United States Mint, San Francisco, CA 6 months

- Washed large batches of new and old coins and properly and securely packaged rolls
- Unloading packages of old coins and prepared for washing
- Packaged bicentennial coins to fill customer orders

Drivers Helper -UPS, San Francisco, CA 3 months

- Assisted driver with large numbers of deliveries of parcels to residents and businesses
- Maintained record of addresses of deliveries and assisted with navigation of routes
- Stacked and secured items within truck and ensured safe delivery of all packages

MILITARY EXPERIENCE:

United States Marines – Cooking Instructor, Honorable *Discharge*

- Taught young recruits cooking basics including basic meal preparation, measurements of meal ingredients, baking, etc.

EDUCATION:

Associates Degree in Business Administration – San Francisco City College, San Francisco, CA