

I'Luben Lubie Smart

San Francisco, CA — 415-756-1085 -- ILubenSmart@gmail.com

SUMMARY OF QUALIFICATIONS

- Experience Years: Construction/Painter/Installer/Warehouse-3+. Cleaner/Auto Detailer-3+. Teacher's Aide/Youth Counselor/Caregiver-3+. Gardener-2. Office/Cust. Svc.-2. Culinary-1+.
- Self-motivated, honest, dependable, responsible, resourceful, & well-organized. Work well under pressure.
- Skilled in handling challenging customers. Able to learn new skills & adjust to change. Thrive on challenges.

WORK EXPERIENCE

SF Recreation & Parks Department, Public Service Trainee, San Francisco, CA

2016-2017

- Performed routine trimming and pruning of shrubs and hedges by hand as well as using power shears; Planted shrubs and other plants.
- Performed general maintenance duties; Removed debris and litter; swept and removed trash from the entire assigned area.
- Use intricate timed irrigation to manage water system including multi-station and signal staged operation.
- Assisted in any and all service requests generated by the City, Department, and public.

E. M. Hundley Hardware Store, Janitor/Housekeeper/Custodian, San Francisco, CA

2011-2013

- Worked at a very large hardware store with a mega-size warehouse & sales floor. Provided full janitorial services. Cleaned 5 restrooms & 8 offices 6 days per week. Washed 22 large windows, inside & outside. Vacuumed massive carpets. Emptied multiple trash receptacles. Polished door handles, door knobs, towel bars, mirrors, medicine cabinets, & brass, chrome, nickel, crystal, stainless steel, gold-plated, silver-plated, & glass hardware. Swept, vacuumed, dry-mopped, waxed, & polished floors.
- Kept rules for use of chemical cleaners & power equipment to prevent damage to floors & fixtures.
- Mixed water & detergents in containers. Prepared cleaning solutions, according to specifications.
- Set up, arranged, & removed decorations, tables, chairs, & ladders. Prepared facilities for events.
- Disinfected equipment & supplies, using germicides & steam-operated sterilizers.
- Cleaned rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, & work areas, according to health standards. Cleaned & polished furniture & fixtures.

Department of Public Works, Environmental Services Worker/Street Cleaner, SF, CA

2009-2010

- Swept & cleaned San Francisco public streets. Cleaned 6 blocks in every 3-hour shift.

Barbara Edwards Day Care, Teacher's Aide, San Francisco, CA

2000-2007

- Worked with 11 children, ages 0-4, in the AM. Worked with 14 children, ages 0-15, in the PM. Read books to the children. Guided children with their homework. Directed youth activities, including football, baseball, boxing, kickball, tennis, basketball, & calisthenics. Cleaned the entire house daily, 5-6 days weekly. Cleaned 4 bedrooms, 2 bathrooms, kitchen, & living room daily.
- Communicated with children's parents & guardians about daily activities, behaviors, & related issues.
- Encouraged children's emotional & social development, understanding of others, & positive self-concepts.
- Instructed children in health & personal hygiene habits, eating, hand washing, & toilet practices.
- Organized & stored toys & materials to ensure order in activity areas.
- Organized & participated in recreational activities & outings, games, & field trips.
- Provided extra assistance to students with special needs, non-English-speaking students, & those with physical & mental disabilities. Tutored & assisted children individually & in small groups. Helped children master assignments. Reinforced learning concepts presented by teachers.
- Discussed assigned duties with classroom teachers to coordinate instructional efforts.

Cordon Blue Culinary Academy, Culinary Trainee, San Francisco, CA

2005-2006

- Completed 18 months of full culinary training, including all meals & 7 ethnic menus (American, French, Italian, Asian, Greek, Mexican, & Indian). Trained in all aspects of preparing salads, soups, sandwiches, hors d'oeuvres, entrees, & canapes. Extensive knowledge of kitchen equipment & sanitation guidelines.
- Seasoned & cooked food according to recipes. Portioned, arranged, & garnished food.
- Carved & trimmed meats for hot & cold service. Worked cooperatively with staff & chef.
- Butchered & dressed animals, fowl, & shellfish. Cut & deboned meat prior to cooking.
- As part of a team, cleaned & kept the work area clean, neat, safe, hygienic, & well-organized.

Russian & Chinese Catholic Cemeteries, Gardener/Landscaper, Colma

2004-2006

- For two mega-large cemeteries in Colma, provided varied maintenance, gardening, & landscaping duties. Mowed super-large lawns. Maintained beautiful gardens. Pruned trees & hedges. Dug & filled in graves.

Completed a major work project of leveling a large hill at the Russian Cemetery.

- Performed routine preventive maintenance to ensure physical condition of buildings did not deteriorate.
- Recorded type & cost of maintenance & repair work. Maintained & repaired specialized machinery & tools.
- Provided grounds keeping services. Trained & managed two other maintenance workers.
- Fabricated & repaired counters, benches, partitions, sheds, outbuildings, & other wooden structures.

Private Clients, Caregiver, San Francisco, CA

1986-2006

- Provided caregiver duties for two elderly, frail adults, including meals, housekeeping, medical appointments, & medical administration. Assisted patients in day to day activities. Administered oral medications.
- Maintained records of patient care, progress, & problems. Directed patients in simple prescribed exercises.
- Entertained, conversed with, & read aloud to patients. Accompanied clients to doctors' offices.
- Prepared & served meals to patients according to prescribed diets.

N. T. International Telecom, Electronic Equipment Installer, San Francisco, CA

1998-2000

- For an electronic equipment installation training school, performed varied installation duties. Installed cable, voice, & current wiring for data & phone devices. Ran wires through conduits to face plates & to main wire electronic closets. Identified lines with numbers corresponding to their closet numbers. Placed super-large underground conduits in pre-dug holes & trenches. Filled conduits with major wiring for computer & other electronic systems. Installed Type 66 blocks & Type 110 blocks. Read & followed blueprints. Installed Chicago knotting to wrap & tie cords & cables.

Poor Boys Auto Detailer, Auto Detailer, San Francisco, CA

1996-2000

- For a very busy auto detailing gas station, provided full service detailing for cars, trucks, & buses.
- Detailed 5-6 vehicles every hour.

Youth Build San Francisco, Construction Worker, San Francisco, CA

1993-1997

- As part of an 18-36-month construction training program, performed varied construction tasks. Installed dry wall, sheetrock, & wood & steel framing, 2x4's, 4x4's, & 8x8's. Finished hard woods. Glaze-installed windows. Completed demolition projects. Operated jackhammers & drills to break concrete.
- Cleaned construction sites to eliminate hazards. Heated & moved asphalt & other materials.
- Loaded, unloaded, & identified building materials & machinery. Moved them to proper locations.
- Measured lumber before cutting. Measured & recorded distances in construction sites.
- Dug ditches & trenches, backfilled excavations, & compacted & leveled earth to grade specifications.
- Tended pumps, compressors, & generators to provide power for tools, machinery, & equipment.
- Erected & dismantled scaffolding, shoring, braces, traffic barricades, ramps, & other structures.
- Lubricated, cleaned, & repaired machinery, equipment, & tools. Worked on roofs & high scaffolds.
- Helped carpenters carry materials between locations. Fastened timbers & lumber. Installed hardware.
- Smoothed & sanded surfaces to remove ridges, tool marks, glue, & caulking. Constructed forms.
- Secured stakes to grids for construction of footings. Raised forms to required elevations.

FEMA/Federal Emergency Management Agency, Receptionist, San Mateo

1995-1996

- Provided phone reception. Informed victims of the Van Nuys earthquake disaster when they would get their emergency checks. Organized victims' applications to prepare them for data entry.

SOS Company, International, Lead Abatement/Asbestos Removal Worker, San Francisco

1990-1995

- For a large international company, provided varied asbestos removal duties. As part of a team, removed heavy asbestos deposits from varied industrial & commercial buildings, including Eugene McAtee High School & varied buildings on Bush & Pine Streets in San Francisco, Black & Decker Factory in Palo Alto, & office buildings in Daly City. Assisted workers in properly suiting up for each workday in debarks, galoshes/ boots, & full-face air respirators. Helped resupply air respirators. Assisted workers in removing gear at each workday's end. As the locker & shower attendant, maintained & issued shower soap & towels.

EDUCATION & TRAINING

- General Studies, Sacred Heart High School, San Francisco, CA.