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ILubenSmart@gmail.com

**ILuben 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 McAteer 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.
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