

# Frank Morton

111 Taylor Street, San Francisco, CA  
(415) 604-8225, f88morton@gmail.com

## SKILLS SUMMARY

### Truck Driver

- Drove 23-foot truck and delivery van
- Loaded and unloaded trucks and vans
- Read maps, used GPS, and followed geographic directions
- Verified the contents of inventory loads against shipping papers
- Presented bills and receipts and collected payments for goods delivered or loaded

### Prep Cook / Kitchen Assistant

- Promoted from dishwasher after 3 months on the job
- Prepped vegetables, meats and chicken for cooking
- Cleaned food preparation areas, cooking surfaces, and utensils
- Washed dishes using commercial dishwasher and cleaned the kitchen

### Janitor

- Serviced, cleaned, and supplied restrooms
- Swept, mopped, scrubbed, and vacuumed floors
- Stripped, sealed, finished, and polished floors, using buffering machine

### Desk Clerk

- Answered, screened, and forwarded calls, providing information, taking messages, and scheduling appointments.
- Greeted and directed building visitors to their desired locations
- Filed and maintained records
- Received payment and recorded receipts for services

## WORK HISTORY

### Truck Driver

1 ½ years

- Laundry Locker, San Francisco
- Munez Delivery Service, Hayward, CA

### Prep Cook/ Kitchen Assistant

1 year

- Prep Cook / Dishwasher, Cheesecake Factory, Redding, CA

### Janitor

1 year

- Peerless Maintenance, Redding, CA

### Desk Clerk

1 ½ years

- Office Waste Task Force, San Francisco, CA

## EDUCATION

High School Diploma, John Muir Charter School, Redding, CA