

LUKE G. CASIPE

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Work Experience

Acrobat Outsourcing (Hospitality outsourcing)
San Francisco, California
Server, Busser, event help | August 2017 – present

Tempositions (Hospitality and Convention outsourcing)
San Francisco, California
Server, Busser, Convention staff | October 2017 - present

Eastridge Workforce Solutions (Convention outsourcing)
San Francisco, California
Convention Staffer | July 2017 – present
Registration, Greeters & Directionals

Action Figures Convention Staffing (Convention outsourcing)
San Francisco, California
Convention Staffer | February 2017 – present
Greeters & Directionals | On-Site Registration | Room Monitors/ Scanners | Show Office Support

Law Office of Davis and Reno, San Francisco, California
Labor and Employment Law
File/Case Clerk | April 1983 – present (now less than part-time)
Opened, maintained, and closed files; filed pleadings and briefs in federal and state courts, worked switchboard, made deliveries, made copies of documents, have done live and recorded transcription, typed correspondence and some pleadings, performed mailroom duties, assisted lawyers in preparing cases for filing, court trial, and arbitration; kept track of open and closed cases, interviewed possible clients by phone, and used Wordperfect office system. Knowledge of labor law. I have some knowledge of Microsoft Office 2013 system.

VOLUNTEER WORK EXPERIENCE

Unity San Francisco church, (2222 Bush St.) San Francisco, California
Volunteer | December 2011- December 2014

Unity Spiritual Center of San Francisco (2690 Ocean Ave.) San Francisco, California
Volunteer | 1998 – 1993 | 2001 – 2006 | 2006 – 2007

Helped prepare church services, seminars, and musical events; passed out pamphlets, gave information and direction, maintained sanctuary environment during church service, made audio copies of services, used Powerpoint system for presentations, controlled and monitored audio mixer, and did some hospitality work.

EDUCATION

Iron Mountain Seminar, San Francisco, California
Regarding Requirements for Records Retention and Recordkeeping |

San Francisco State University, (College of Extended Learning) San Francisco, California
Paralegal Studies Certificate |

San Francisco State University, San Francisco, California -
B.A. Radio & Television