

Michael Jones

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SKILLS SUMMARY

Porter

- Supplied guests or travelers with directions, travel information, and other information, such as available services and points of interest.
- Transferred luggage, trunks, and packages to and from rooms, loading areas, vehicles, or transportation terminals, by hand or using baggage carts.
- Assisted physically challenged travelers and other guests with special needs.
- Transported guests about premises and local areas, or arrange for transportation.
- Acted as part of the security team at transportation terminals, hotels, or similar establishments.
- Picked up and return items for laundry and valet service.
- Completed baggage insurance forms.

Dish Washer *2 yrs Fed*

- Washed dishes, glassware, flatware, pots, or pans, using dishwashers or by hand.
- Maintained kitchen work areas, equipment, or utensils in clean and orderly condition.
- Placed clean dishes, utensils, or cooking equipment in storage areas.
- Sorted and remove trash, placing it in designated pickup areas.
- Swept or scrub floors.
- Stocked supplies, such as food or utensils, in serving stations, cupboards, refrigerators, or salad bars.
- Cleaned or prepare various foods for cooking or serving.

Roofer

- Checked to ensure that completed roofs are watertight.
- Swept and clean roofs to prepare them for the application of new roofing materials.
- Located worn or torn areas in roofs.
- Cleaned work areas and equipment.
- Maintained tools and equipment.
- Covered roofs with layers of roofing felt or asphalt strips before installing tile, slate, or composition materials.
- Removed old roofing materials.
- Unloaded materials and tools from work trucks, and unroll roofing as directed.
- Set ladders, scaffolds, and hoists in place for taking supplies to roofs.

WORK HISTORY

Porter **4 years**

- MV Transportation , San Francisco, CA

Dishwasher **2 years**

- CA Healthcare Facility, Stockton, CA

Roofer **2 years**

- Lawson Roofing Company, San Francisco, CA