

# Dominique Holmes

I am an educated hard worker who is always on time.

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- \* Worked at Young Community Developers (YCD). I did office filing, answered phones, maintenance, janitorial, and average office work faxing/copying.
- \* Also currently work at San Francisco Foliage (INTERNSHIP PROGRAM) on Phelps doing maintenance I take care of plants, water plants, move plants, clean plants, ect...
- \* Also work for Decorative Plants internship program I do maintenance, I take care of plants, water plants, move plants, clean plants, etc...
- \* Am interested in a good office job, or a good active job stocking or unloading, or a good service worker job. Authorized to work in the US for any employer

## WORK EXPERIENCE

### "Careers in Horticulture" Intern

San Francisco Foliage - San Francisco Bay Area, CA - June 2013 to Present

#### Responsibilities

- \* Used dollies and carts to move plants to their consolidation area or to the shipping truck.
- \* Cut and cleaned the plants.
- \* Got orders for customers and package plants and plant pots for shipping.
- \* Spaced and consolidated the plants so they had the right spacing to stay alive.
- \* Sleeved and unsleeved plants.
- \* Did landscaping and cut all the dry roots from the backyard.
- \* Unloaded plants off the truck to a cart.

#### Skills Used

- \* Cut and shaped plants.
- \* Cleaned plants.
- \* Cleaned the green house windows.
- \* Delivered plants I assisted the truck driver.
- \* Unloaded the plants off the truck and put them on carts.

#### Accomplishments

- \* Cleaned this green house I took care of it and the plants I helped keep this green house alive.

\* Make a difference in the green house every time I go to sf foliage I can see the work I did.

\* Selected for piolet intern class at second/green house company Decorative Plant Services.

### **flora grubb gardens**

grubb&nadler inc. - San Francisco, CA - January 2014 to February 2015

#### Responsibilities

Water the indoor and outdoor plants help customers to there cars with their plants retrieve and put away special orders tag and price plants take plants off the truck and also clean and sweep store grounds daily

#### Accomplishments

I was a very needed and helpfull employee and i made myself a valuble employee within a year

#### Skills Used

Knowing types of plants how to take care of them about the soils how much water they need and learning

### **"Careers in Horticulture" Intern**

Decorative Plant Services - San Francisco Bay Area, CA - August 2013 to October 2013

#### Responsibilities

\* Watered the plants.

\* Delivered plants plants with the truck driver, I was a delivery assistant.

\* Decorated flower bowls with a variety of plants.

\* Cut and cleaned the plants.

\* Cut all the unwanted roots and plants that grew out of the ground(landscaping).

#### Skills Used

Speaking showing up on time reliable I work hard understand well listen well.

#### Accomplishments

\* Helped this job run there bussiness successfully and professionally.

\* Selected for piolet class based on success at, San Francisco foliage.

### **"Mayors Youth Employment and Education Program" (MYEEP) at Young Community Developers (YCD)**

The Japanese CommunityYouth Council - San Francisco, CA - July 2010 to July 2011

#### Responsibilities

\* Monitor the front desk.

\* Monitor and use the fax machine.

\* Alphabetically filing documents.

\* Answering the phone and the office.

- \* Sweep the buildings office areas.

- \* Clean the bathroom.

- \* Vacuum the office floor.

- \* Organize employment binder.

#### Skills Used

- \* Used customer service skills, talking to people, helping the customers.

- \* Helping people fill out paper work.

- \* Monitoring the office making sure that everyone that walked in signed the sign in sheet.

#### Accomplishments

- \* Learned how to work on my people skills at this job I became a opened speaker.

- \* Graduated from this job program a successful (MYEEP) student.

#### EDUCATION

##### **high school diploma in general studies**

Five Keys Charter School - San Francisco, CA

2012 to 2013

#### SKILLS

I am very good at landscaping, I can sell and take care of plants, I can decorate plants, I can clean plants, I can identify and tell you about plants.

#### LINKS

<http://indeed.com/r/dominique-holmes/f2bd4afdd76d32e5>