

Alton H. Hirsch
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Highlights of Qualifications:

- Professional in both performance and presentation, an energetic and hard-working individual with a strong desire to succeed.
- Proven ability to plan and complete multiple tasks, quick learner, and effective communicator.
- A team player who is always eager to go the extra mile.

Employment Experience

Society of St. Vincent de Paul, Alameda County – Oakland, CA
Warehouse Aide

01/2016 – Present

- Process orders, load and unload trucks for pick-up and VIP delivery, represent Saint Vincent de Paul in the community by providing excellent customer service.
- Forklift operator at main warehouse – **over 20,000 square feet**.
- Triage and refurbish household goods and furnishings for resale at SVdP Thrift Stores and REDUX Art Studios.
- Comply with all industry safety measures and standards.

Accountability, Inc. - Oakland, CA
Shipping & Receiving Clerk

2009-2011

- Working at the Port of Oakland, picked and packed all product orders for shipment, accurately received and stocked inbound orders.
- Loaded and unloaded 18 wheel trucks, palletized and stacked orders.
- Consistently exceeded performance target of 40 minutes for complete truck unload.
- Punched sales orders and inventory location changes and added freight to accounting system for completed orders.
- Observed all safety rules, restocked inventory and disposed of trash, participated in maintenance and safety classes and inspections.

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Pennies for Peace – Oakland, CA
Program Assistant

2007-Present

- Support well known after school program for at-risk youth in the West Oakland community.
- Participants range in age from 6-18; hours of operation extend from 3-8.
- Assist with homework, sports practice, leisure activities, and games for up to 60 students daily.
- Prepare and serve nutritious snacks and dinner meals to students and provide minor first aid.
- Maintain attractive, safe environment for program including cleaning and sanitation, recycling, and gardening.
- Facility includes homework center, games center, basketball court, playground, vegetable garden, kitchen, restrooms, and cloakrooms and storage areas.
- Provide support to fund-raising activities and community celebrations.

Education/Professional Training/Certifications

Society of Saint Vincent de Paul – Alameda County – Forklift Certification	2016
Society of Saint Vincent de Paul – Alameda County – OSHA Certification	2016
Private Industries Council – Oakland, CA – High School Diploma (in process)	2016
Berkeley Adult School – Berkeley, CA – General Studies	2008
Youth Prep – Oakland, CA – Independent Studies	2006
OASIS High School– Oakland, CA – General Studies	2005
McClymond's High School –Oakland, CA	2005