Vi Quoc Chau

San Francisco CA

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SKILLS SUMMARY

Microsoft Technology Associate/Intern
- Tested programs or databases, correct errors, and make necessary modifications.
- Planned, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.
- Modified existing databases and database management systems or direct programmers and analysts to make changes.
- Specify users and user access levels for each segment of database.

Janitorial
- Serviced, cleaned, or supplied restrooms.
- Cleaned building floors by sweeping, mopping, scrubbing, or vacuuming.
- Gathered and emptied trash.
- Followed procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mixed water and detergents or acids in containers to prepare cleaning solutions, according to specifications.

Cook / Line Cook
- Cleaned, cut, and cooked meat, fish, or poultry.
- Cooked foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.
- Apportioned and served food to facility residents, employees, or patrons.
- Directed activities of one or more workers who assist in preparing and serving meals.
- Cooked meals for over 1000 people

Laborer
- Moved freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using trucks, tractors, or other equipment.
- Sorted cargo before loading and unloading.
- Attached identifying tags to containers or mark them with identifying information.
- Read work orders or receive oral instructions to determine work assignments or material or equipment needs.
- Stacked cargo in locations such as transit sheds or in holds of ships as directed, using pallets or cargo boards.

WORK HISTORY

Microsoft Technology Associate	3 Months
• San Francisco, CA	
Janitorial	6 Months
• Oakland, CA	
Cook / Line Cook	3 years
• San Luis Obispo, CA.	
Porter	2 years
• Salinas Valley, CA.	

EDUCATION

AA (Liberal Arts) – Patton College

Microsoft Database Administration Fundamentals – Certiport

Vocational Computer Literacy – Robert Burton Adult School

GED – Central Coast Adult School

ADDITIONAL SKILLS

Language: Bilingual English - Vietnamese