

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: LYNDON CAOYONAN  
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### Working Experience:

Company Name: TOYS R US  
Dates of Employment: 2/87 - 1/88  
Job Responsibility:

- - CASHIER
- -
- -
- -

Company Name: CHEVRON GAS STATION  
Dates of Employment: 4/86 - 1/87  
Job Responsibility:

- - CASHIER
- -
- -
- -

Company Name: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Job Responsibility:

- -
- -
- -
- -

### Skills

- COMPUTER KNOWLEDGE
- FAST LEARNER
- -
- TEAM ORIENTATED



Lyndon Caoyonan  
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## OBJECTIVE

To pursue a position where my initiative and hard work would allow an opportunity for advancement and growth.

## EDUCATION

GED | Solano, CA | 2007

## EXPERIENCE

### Lead Shift Clerk & Internal Auditor | State of California | Soledad, CA

- Communicated with upper management regarding operations and personnel
- Directed the flow of completed products from preparation to shipment
- Enforce compliance with safety policies and regulations
- Monitor inventory and maintained product stock using ERPLx system
- Resolved issues regarding shipped orders
- Supervised and trained personnel; Interviewed potential hires.
- Analyzed work orders and invoices daily to estimate shipping, storage, and delivery requirements.
- Prepared internal audits to ensure industry standards are met.

### Shift Clerk | State of California | Soledad, CA

- Responsible for processing new employees and updating current employee's files
- Ensured day to day operation as required by shift manager.

### Fabric Cutter | State of California | Soledad, CA

- Created template patterns on a Gerber Computer system for different sizes.
- Worked on lay out, measurements and processed materials to be cut

### Sewing Machine Operator | State of California | Soledad, CA

- Operated multi-needle overlock and single needle machine to perform job.
- Ability to align fabric, garments using marks on machines, clamps and templates.
- Skilled at sewing bag accessories, pockets, hemming sleeves and shirts

### Lawn Care Maintenance | State of California | Solano, CA | 2002-2006

- Collected and removed garbage.
- Maintained lawn using hand or lawn mower, trimmed trees and water plants as needed

## VOLUNTEER

### Group Facilitator | Alternate to Violence Project | 2016 – Current

- Facilitated groups on nonviolent conflict resolution

### Facilitator | Domestic AIDA | 2017-2018

- Led group on overcoming personal, social and behavioral problems

### Project Facilitator | Alternate to Family Violence | 2014 – 2018

- Created and developed curriculum focusing on Family Domestic Violence

## CERTIFICATIONS

Certified Customer Service Specialist | ETA International | 2015 – Current

Certified Custodial Maintenance | TPC Training Systems | 2017

Internal Quality Auditor Training | WASH Program, OSHA | 2014

