

# **Gary Lawton**

Garylawton20@gmail.com

(415) 525-0932

**Objective:** to obtain a position as a Driver

## **Summary of Qualifications and Skills:**

- Over 20 years' experience as a Care Provider
- Able to work successfully with clients of diverse social, economic, and functional levels.
- Knowledgeable of residential safety standards including personal care training
- Versatile in residential management with the ability to multitask and train new hires

## **Professional Experience:**

<b>Gardener/Landscaping</b>	D.P.W. Park Recreation, San Francisco, CA	06/17-2/18
	<ul style="list-style-type: none"><li>• Powered gardening tools (lawn mowers, edges, hedge trimmers, and chainsaws).</li><li>• Fertilizing tools (walk-behind spreader, liquid sprayers, and makes applicators).</li><li>• Soil maintenance tools (shovels, hoes, rakes, cultivators, aerators, compactors).</li></ul>	
<b>Home Care Provider</b>	IHSS Public Authority, San Francisco, CA	06/97-12/05
	<ul style="list-style-type: none"><li>• Supervised and assisted disabled and elderly patients.</li><li>• Maintained client living unit to ensure a clean and sanitary environment</li><li>• transported clients to and from all scheduled appointments</li></ul>	
<b>Driver</b>	Gray Line Taxi, Richmond, CA	1986
	<ul style="list-style-type: none"><li>• Interact with guests in a positive manner in all situations</li><li>• Picking up and delivering customers, taking the fastest and safest route</li><li>• Helped load and unload the vehicle</li><li>• Calculating the right fare and returning the correct change</li></ul>	
<b>Driver/Intake Supervisor</b>	Plaza Detail Center, Albany, CA	1982-1988
	<ul style="list-style-type: none"><li>• Drove vehicles on line to get detailed</li><li>• Supervise and control quality of work produced and work efficiency.</li><li>• Opening and closing down of detail shop.</li><li>• Ensures all detailing tools and equipment is maintained in good condition.</li><li>• Remove trash from the interior and cleans upholstery, carpet, and other surfaces, using cleaning agents, applicators, and cleaning devices.</li><li>• Applies wax to auto body, and wipes or buffs surfaces to protect surfaces and preserve shine, using cloth or buffing machine.</li><li>• Apply protective sealant, refurbishing headlights.</li><li>• Inspecting the vehicles thoroughly for pre delivery.</li></ul>	

## **Education and Certificates:**

The Anchor Program

Bay Area, CA 2005-2006

**TWIC (Transportation Worker Identification Credentials)**

US Merchant Marines Document

EBL Program

Hayward, CA 1994-1995

**Comprehensive Home Care Certificate**

I.H.B. Certification/In-Home Care/Nursing Assistant

