

## **Kariya Logan**

3809 36th Street Sacramento, CA 95817 – 9164179211 – kkogan77@gmail.com

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**Objective** To achieve gainful employment and have an opportunity to showcase great education and excellent work ethic.

**Experience** **Administrative Clerk**

MESA(916-558-2476) Sacramento, CA

*2018 – Present*

Filing: receipts, student paperwork, etc.

Phone Management

Using MS Office

Doing outreach presentations

**Dish Washer/ Prep Cook**

Lucca(916-669-5300), Sacramento, CA

*2018 – 2019*

Washing dishes

Food prep: cutting vegetables, portioning pasta, etc.

Food running

**Dish Washer/Prep Cook**

Frasinetti Winery (916-792-9735), Sacramento, Ca

*2017 – 2018*

Washing dishes

Clean-up after banquets

Food prep for large gatherings

Making appetizers

Occasional line-cook

**Administrative Assistant**

Logan's Labor(916-868-3237), Sacramento, CA

*2014 – 2017*

Filing: material receipts, invoices, etc.

Phone Management

Making estimates using MS Office

Construction Cleanup

**Cashier**

Subway, Sacramento, Ca

2015 – 2016

Sandwich assembly

Kitchen Cleaning

Light Food Prep

Greeting customers

**References** David Logan (916)868-3237

Pete Trelevin(916)792-9735

Karla Rojas(916)558-2497

**Education** **High School Diploma**

C.K McClatchy High School, Sacramento, Ca

June 2015

GPA 3.11

3 Years Of Latin

Various Club Participations

**A.S Biology (In Progress)**

Sacramento City College, Sacramento, Ca

2015-Present

GPA 3.00

60+ units completed

Full-Time Student

**Certifications** Food Handlers Certificate

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