

# **Anthony Adams**

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## **SUMMARY OF QUALIFICATIONS**

- Ability to handle confidential or sensitive information
- Strong written and verbal communication skills
- Ability to work independently or with a team
- Excellent problem solving, time management and organizational skills
- Outstanding customer service

## **PROFESSIONAL EXPERIENCE**

Vocational Training – Building Maintenance, **NCCER** Blythe, CA 2017-2018

- Independently perform routine maintenance and repair of equipment and vehicles
- Maintenance in plumbing, electrical, painting, light masonry, flat roofs, light welding and floors.
- Compose and facilitate a streamlined schedule of duties to provide more efficient working habits and performance

Shipping and Receiving, **Left Lane Sports,** San Luis Obispo, CA 2014-2015

- Scheduled inbound and outbound freight to comply with operations
- Inventory Control: Supplied inventory and placed orders for supplies
- Complied with rules, regulations, and procedures to maintain a safe and clean work environment

Prep Cook, **Einstien Bagel** San Luis Obispo, CA 2013-2014

- Prepared meals in a high volume kitchen with exceptional precision
- Ensuring a clean and safe environment
- Ensured compliance with menu, portioning, and presentation
- Assisted in coordinating restaurant events

Dishwasher, **Mommas Meatballs** San Luis Obispo, CA 2013-2014

- Washing dishes, utensils, cooking equipment, and machines for proper use.
- Ensuring the cleanliness and safety of the kitchen and dining area.
- Bussing tables and food prepping for the next shift.

Line Cook, **VG Café** San Luis Obispo, CA 2011-2012

- Preparing hot meals and drinks for customers.
- Cleaning work station with proper sanitizing equipment.