

# GELSON B. ORETA

• 1600 15<sup>th</sup> St. 221 • San Francisco, CA 94103•

415.533.4889

[gelsonoretab91@gmail.com](mailto:gelsonoretab91@gmail.com)

## **SUMMARY**

Dependable Worker, Excellent Customer Service, Responsible in any Task Given, Passionate and Motivated, Highly Organized and with Great Attention to Detail

## **SKILLS & QUALIFICATIONS**

- More than one year restaurant work experience. More than one year janitorial work experience
- Experienced Preparation and Line Cook. Clean and maintain kitchen and customer service areas
- Maintain indoor and outdoor common areas and gardens for public use and appreciation
- Correctly mix janitorial cleaning agents. Regularly clean common indoor areas and exteriors
- Manage trash removal. Lift and remove up to 100 pound containers for waste removal

## **WORK EXPERIENCE**

Jan 2013 — March 2014	<b>BOUDIN BAKERY — PIER 39</b> <b>Customer Service Person, Kitchen Helper &amp; Janitor</b> - Helped in the kitchen: Learned to prepare sandwiches - Washed, cleaned pots, pans, dishes and utensils - Prepared dining area and cleaned kitchen for customer service - Restocked supplies, including silverware - Maintained supplies for food production and cleaning - Received shipments of various food supplies, including milk, juices, etc. - Collected and cleaned garbage, recycling and compost for proper disposal - Cleaned tables in the dining area - Answered customer questions regarding menu items - Received training, then worked as a Cashier
April 2014 — Jan 2015	<b>SUBWAY — Market Street</b> <b>Customer Service/Sandwich Maker</b> - Welcomed customers - Provided customers with sandwich, meats, bread and condiments as requested - Assisted customers in choosing meat and vegetables, condiments and sauce - Entered items sold in cash register for payments

	<ul style="list-style-type: none"> <li>- Processed payments using cash debit and credit cards</li> <li>- Handled cash balance at beginning and end of shift</li> <li>- Maintained the store's presentation</li> <li>- Restocked Supplies</li> <li>- Swept, mopped and cleaned the front and back of the store</li> <li>- Emptied trash cans and was trained in proper disposal of recyclable, landfills and compost</li> </ul>
Feb.2015 — Jan. 2017	<p><b>CHEVRON, INC.</b> <span style="float: right;">SAN FRANCISCO, CA</span></p> <p><b>Cash Register/Customer Service</b></p> <ul style="list-style-type: none"> <li>- Greeted Customers entering the store</li> <li>- Received payment by cash check credit cards and debits</li> <li>- Counted money in cash drawers at the beginning of shifts to ensure that the amounts are correct</li> <li>- Stocked store merchandise, food and other products</li> <li>- Maintained and cleaned checkout areas and complete general cleaning duties such as mopping floors and emptying trash cans</li> <li>- Stocked shelves and restocked supplies and merchandise</li> <li>- Kept inventory of stocks</li> <li>- Helped customers' needs</li> <li>- Maintained the store's organized look</li> <li>- Serviced, cleaned and restocked supplies in the restroom</li> </ul>
March 2017 — October 2017	<p><b>W &amp; C Construction, Co.</b></p> <p><b>Construction Worker</b></p> <ul style="list-style-type: none"> <li>- Made sure that debris are removed and site are cleared to avoid accidents</li> <li>- Assisted in Loading and unloading of construction materials</li> <li>- Assisted in building and repairing residential houses</li> <li>- Assisted in special construction projects such as landscaping projects and water fountains</li> <li>- Installed Windows and doors and other house fixtures</li> <li>- Operated hand and power tools needed to perform assigned tasks</li> <li>- Cut materials to specified sizes for installation using power saws and file cutters</li> <li>- Painted walls, exteriors and interiors of houses using brushes, rollers and spray guns</li> <li>- Built and disassembled scaffolds, bracing and barricades</li> <li>- Cleaned construction areas to avoid hazards</li> </ul>
July 2017 — July 2018	<p><b>City of San Francisco</b></p> <p><b>Assistant Gardener</b></p> <ul style="list-style-type: none"> <li>- Performed tasks assigned by the Lead Gardener: Mowed, edged, pruned, weeded, swept, raked and sprayed to control pests</li> <li>- Maintained plants by planting, transplanting, cultivating, irrigating and pruning to promote plant growth and to prevent plant deterioration</li> <li>- Helped maintain ornamental plants, shrubs and trees</li> </ul>

	<ul style="list-style-type: none"> <li>- Watered lawns, painted playground structures and fields manually or by means of automatic sprinklers</li> <li>- Applied fertilizer and other chemicals under the supervision of the Lead Gardener -</li> <li>- Identified and killed pests and terminated plant diseases</li> <li>- Trapped and killed rats and gophers</li> <li>- Mixed and sprayed fertilizer and insecticides onto grass, shrubs and trees using hand and automatic sprayers</li> <li>- Trimmed and pruned shrubs by hand or power shears</li> <li>- Gathered and disposed of cuttings and assisted in loading debris onto the truck</li> <li>- Kept tools for gardening and other equipment clean and in proper working order</li> <li>- Loaded and unloaded materials, supplies and equipment on to and off trucks in proper and safe manner</li> <li>- Uses Sprinkler systems</li> <li>- Gathered and removed litter</li> <li>- Performed related duties and responsibilities as assigned</li> </ul>
<b>ADDITIONAL SKILLS</b>	<ul style="list-style-type: none"> <li>- Can lift up to 100lbs.</li> <li>- Experienced with most hand and power tools -</li> </ul>
<b>EDUCATION</b>	HS Diploma
<b>REFERENCES</b>	To Follow Upon Request