

GELSON B. ORETA

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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	BOUDIN BAKERY — PIER 39 Customer Service Person, Kitchen Helper & Janitor <ul style="list-style-type: none">- 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	SUBWAY — Market Street Customer Service/Sandwich Maker <ul style="list-style-type: none">- 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"> - Processed payments using cash debit and credit cards - Handled cash balance at beginning and end of shift - Maintained the store's presentation - Restocked Supplies - Swept, mopped and cleaned the front and back of the store - Emptied trash cans and was trained in proper disposal of recyclable, landfills and compost
Feb.2015 — Jan. 2017	<p>CHEVRON, INC. SAN FRANCISCO, CA Cash Register/Customer Service</p> <ul style="list-style-type: none"> - Greeted Customers entering the store - Received payment by cash check credit cards and debits - Counted money in cash drawers at the beginning of shifts to ensure that the amounts are correct - Stocked store merchandise, food and other products - Maintained and cleaned checkout areas and complete general cleaning duties such as mopping floors and emptying trash cans - Stocked shelves and restocked supplies and merchandise - Kept Inventory of stocks - Helped customers' needs - Maintained the store's organized look - Serviced, cleaned and restocked supplies in the restroom
March 2017 — October 2017	<p>W & C Construction, Co. Construction Worker</p> <ul style="list-style-type: none"> - Made sure that debris are removed and site are cleared to avoid accidents - Assisted in Loading and unloading of construction materials - Assisted in building and repairing residential houses - Assisted in special construction projects such as landscaping projects and water fountains - installed Windows and doors and other house fixtures - Operated hand and power tools needed to perform assigned tasks - Cut materials to specified sizes for installation using power saws and file cutters - Painted walls, exteriors and interiors of houses using brushes, rollers and spray guns - Built and disassembled scaffolds, bracing and barricades - Cleaned construction areas to avoid hazards
July 2017 — July 2018	<p>City of San Francisco Assistant Gardener</p> <ul style="list-style-type: none"> - Performed tasks assigned by the Lead Gardener: Mowed, edged, pruned, weeded swept, raked and sprayed to control pests - Maintained plants by planting, transplanting, cultivating, irrigating and pruning to promote plant growth and to prevent plant deterioration - Helped maintain ornamental plants, shrubs and trees

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