

David Flores

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Objective

To obtain a position for Dishwasher

Experience

ABM Industries Inc.

DAY PORTER JANITOR / SETUP CREW, JANUARY 2019 - JUNE 2019

- Cleaned and restocked the men's and women's restrooms, responded to emergency plumbing issues and spills around office and kitchen common areas, collected and sorted recycle, compost and landfill to their proper hydraulic waste compactors, responded to office manager and janitorial supervisor service calls and text via company cell phone and 2-way radios.
- Setup and break down conference rooms within floors per work order via smartphone app and respond to last minute changes of layout design of conference rooms, setup tables and chairs outside building, worked with event managers on conference move-ins and move-outs of main conference room.

Kellermeyer Bergensons Services, LLC

JANITOR, AUGUST 2019 - SEPTEMBER 2019

- Cleaned, mopped, organized break room chairs and tables, stock supplies, organized kitchen, make coffee. Collected gaylordys / cardboard box recycling, land fill, compost into the proper receptacle throughout warehouse using manual pallet jack to be moved to their proper hydraulic recycle, waste landfill, compost waste compactors, responded to calls via 2-way radios to reported spills and broken glass clean up. Cleaned, stocked supplies, mopped men's and women's restrooms, cleaned, scrubbed specialty rooms with disinfectant solution, cleaned warehouse floors using auto floor scrubber.

Robbins Geller Rudman & Dowd LLP

Head Copy Clerk, March 2004 - March 2018

- Provided interoffice copy service/production in a complex securities litigation law firm for 20 attorneys, paralegals and secretaries in a fast-paced environment with scheduled deadlines, that included document, deposition and trial production, 11 x 17 charts, Velo and coil binding, pdf'd documents and rearranged pages, batch printed, inserted slip sheets, laminated, tabbed exhibits and added Bates numbers. Identified copier related error codes, paper jams and scheduled maintenance.
- Maintained and placed office supply orders with online and local vendors. Some basic knowledge of updating law library including California Civil Procedure Before Trial Volumes, Federal Civil Rules

Handbook, Federal Civil Judicial Procedure and Rules, O'Connor's Federal Rules Civil Trials, California Civil Practice Statutes and Rules Annotated.

- Provided backup coverage for receptionist duties during lunch and breaks, mail clerk duties (processed and routed incoming & outgoing mail) and food coordinator duties (ordered and picked up lunch for staff at local restaurants, ordered snacks and beverages and setup for depositions and meetings).
- Familiar with Canon Image Runners 6265, 7105, c6800, c7260 and 8205 copiers, Kodak Image Source copier, Xerox fax, Pitney Bowes postage, Velo, coil binding and Laminate machines, Billback and multi-line telephones.
- Familiar with Microsoft Office Suite 2016, Novell GroupWise, Citrix desktop, Relativity: e-discovery database, PACER (Public Access to Court Electronic Records), LexisNexis, Adobe DC, PDF Docs, Batch print and pro and Workspeed.

Professional Technical Security Services, Inc.

Security Officer, July 2003 – March 2004

- Assisted tenants and greeted guest, worked closely with building managers and engineers. Responded to emergencies and service calls, monitored life safety panel to advise engineers of alarms that we're on the life safety panel. Assisted building guests to tenants, conducted routine building inspections.

Maloney Security, Inc. – Trade show & convention Specialist

Security Officer, May 2003 – March 2004

- Patrolled convention center and provided security for trade show staff/guests and made sure all guests had their badges as this was a procedure.

Boston Properties

Security Officer, April 2001 – February 2003

- Worked with SFPD and property management, greeted tenants, assisted visitors, patrolled property grounds, responded to emergencies, checked vendors and contractors in and out and worked with the Life Safety System to notify the building engineers of any fire, smoke and sprinkler alarms.

The Moscone Center

Telecommunication Service Representative, May 2000 – February 2001

- Filed customer orders, sent/received faxes, placed service requests for walk up orders during events and dispatched telephone technicians via 2-way radios and advised event managers.