

First and Last Name: Cleophas Kirksey  
Email: blackysimmons3@yahoo.com  
Phone number: 415-756-8913

**Working Experience:**

Company Name: St. Anthony's Foundation  
Dates of Employment: April - June 2019  
Job Responsibility:

- Set up Tables/chairs
- Cut bread
- Load-unload Dishwasher
- Clean breakdown machine

Company Name: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Job Responsibility:

- -
- -
- -
- -

Company Name: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Job Responsibility:

- -
- -
- -
- -

**Skills**

- -
- -
- -
- -

# Cleophas Kirksey

Phone: 415 756 8913

Email:

Blackysimmons3@yahoo.com

**OBJECTIVE:** A position in Social Services, Guest Services, and Client Safety Services

## **SUMMARY OF QUALIFICATIONS:**

---

- o More than 4 years of successful experience in various customerservice.
- o Highly experienced in hospitality and food services.
- o Strong customer relations skills who provides high quality service with integrity and competence.
- o Combine patience, determination, and persistence to troubleshoot client issues
- o Ability to motivate and lead the team, and Enjoy working as a team member as well as independently
- o Strong commitment for and experience working with adults with behavioral disorders and disabilities.
- o Employment counseling and mental health counseling experience

## **EMPLOYMENT IDSTORY:**

---

### **St. Anthony's Foundation**

**2010-2013**

Client Safety Services - Guest services:

- o Monitored and anticipated potential safety and security problems, and attempted, by means of de-escalation techniques, to prevent or defuse them before they become critical.
- o Responded to emergency calls from assigned administration office and program areas.
- o Intervened as appropriate in crisis situations to ensure the safety of staff, clients, volunteers, and other visitors.
- o Assist guest with their immediate needs by making referrals to other SAF services or other services within the area, handling special needs or requests, screening for and issuing disability cards, facilitating a compassionate and safe environment.

### **St. Vincent DePaul Society**

**2009-2013**

MSC Program Aid:

- o Provided resource and referral information for clients including: veterans, individuals with severe mental illness, addiction, and chronically homeless.
- o Monitored and controlled activities in the Shelter and Drop In, ensuring the safety of residents and staff.
- o Perform bed checks.
- o Made area checks as assigned.
- o Monitored meal lines.
- o Responsible for cleanliness of bed and work areas, including restrooms.

### **Clean City, San Francisco**

**2009-2009**

District Street Sweeper

- o Swept and maintained Tenderloin streets, sidewalks, and public parking lots.
- o Cleaned and unclogged city drains and gutters to maintain sanitation.
- o Handled and disposed of all dangerous waste, in a safe manner.

## **EDUCATION:**

---

### **Alameda Unified School District**

- GED

### **Maricopa County Community College, Phoenix, Az.**

- College Credits (Non-degree): Math, Science, Arizona History, Basic Computer Skills, Business Management