

RANDI A LEE
Phone: 925-497-4751
msrandialee@gmail.com

Objective:

Excellent Informative Customer Care

Professional Skills:

- 10 + years' experience in Property Maintenance
- Conduct Routine Maintenance and Repairs
- 10 + years Excellent Customer Service
- Wait Staff / Server
- Catering / Banquets

Personal Skills:

- Reliable, Hard worker and Quick learner
- Health and Safety oriented
- Work well Independently or as a Team member
- Flexible schedule
- Great Communications Skills

Employment History:

Handyman Services
11/2017 – 2019

Blue Star Construction

Clyde CA

Property Maintenance
10/2013-09/2018

C & J Company

Martinez, CA

Handyman Services
6/01/2015-6/15/2015

Shelia Smith

Pacheco, CA

Handyman Services
02/2015-5/2015

Linda Bravos

Pacheco, CA

Caregiver 10/2013-10/2017	IHSS Aging and Adult Services	Martinez, CA
Tow Truck Operator 05/2010-09/2013	JM Auto Wreckers	Rancho Cordova, CA
Handyman Services 01/2010-09/2010	Laura Murray	Martinez, CA
Office Assistant 05/2008-12/2009	JM Enterprises Inc.	Pittsburg, CA
Handyman Services 04/2007-08/2007	Norma Crouch	Concord, CA
Server/Wait Staff 03/2007-12/2007	Westaff USA, Inc.	Walnut Creek, CA
Server/Wait Staff 2000-2004	Culi Services	Concord CA
Office Manager 01/2005-12/2007	A Grooming We Will Go	Concord, CA
Handyman Service 01/2004-12/2004	Tom and Lauren Vetter	Concord, CA

Education and Training:

Mt. Diablo	CA	High School Diploma	General High School Curriculum
Mt. Diablo Adult Education	CA	Secretarial Certificate Intern Program Certificate	Business Occupation Training
Handyman /Maintenance	CA	On the job training/ Trade Skills	C & J Company
Carpentry skills	CA	On the job training	NJC Company
Remodel & Repairs	CA	Trade Skills	Blue Star Construction
Wait Staff Server	CA	On the job training	Culi Services

References:

KEVEN BROWN	310 PARK ST. CLYDE CA 94520	925-680-0340
JOSH SWANSON	PO BOX 1981 MARTINEZ CA	925-876-5681
TIM HALSTEAD	1915 ARNOLD INDUSTRIAL WAY UNIT F CONCORD CA 94520	925-497-6620

