

Lan P. Ha

1282 41st Ave, San Francisco, CA 94122
(415) 794-0741
lan_ha@earthlink.net

Catering Assistant

SUMMARY

Dependable Catering Assistant seeking an immediate seasonal or full time dishwashing opportunity. Excellent physical dexterity. Able to lift heavy objects.

EXPERIENCE

Dishwasher 6/2019 to 8/2019

Andros Catering, San Mateo, CA 94402

- Receive, stock fresh produce, dairy products and dry items
- Organize, wash and store china, glasses, flatwares, pans, and kitchen utensils
- Keep walk-in and dishwashing area clean, tidy

Courtesy Clerk 12/2009 to 7/2010

Bryan's Grocery, San Francisco, CA 94118

Barista 6/2007 to 8/2007

Rigolo Café, San Francisco, CA 94118

- Take customer orders and process payments
- Make and serve specialty coffee and tea beverages
- Organize stockroom, sweep and mop floors

SKILLS

Clean Dish Storage. Stack and Organize. Industrial Dishwasher. Catering Support.

EDUCATION

General Studies 1993

City College of San Francisco, San Francisco, CA 94112

H.S. 1989

Phillip and Sala Burton High School, San Francisco, CA 94134

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Housekeeping Cleaner/Room Attendant

SUMMARY

Proficient Housekeeping Cleaner with 2+ years of experience in room cleanings. Dedicated to providing exceptional guest services and work well under pressure.

EXPERIENCE

Housekeeping Cleaner

10/2014 to 10/2016

Extended Stay America, Belmont, CA 94002 and San Carlos, CA 94070

- Clean guest laundry, lobby, elevators, stairways, break room and garage
- Coordinate with housekeeping lead to ensure comfortable environment for guests
- Make beds and change linens as required
- Perform garbage collections, dish washes, and launderings
- Stock and maintain housekeeping carts and storage rooms

Room Attendant

7/2013 to 11/2013

La Quinta Inn & Suites, South San Francisco, CA 94080

- Check table lamps, heaters, drawers, windows, and door locks
- Dust and tidy upholsteries, picture frames, telephones, televisions
- Return soiled towels and linens for laundry services
- Clean sinks, bathtubs and replace shower curtains
- Sweep, mop floors and shampoo carpets
- Log maintenance requests and lost items

EDUCATION

General Education

1993

City College of San Francisco, San Francisco, CA 94112, GPA: 3.7/4

H.S.

1989

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General Warehouse Worker

General Warehouse Worker with 3+ years experience and opportunity to advance technical expertise in inventory, receivables and shipping. Use clear, concise communication skills in conjunction with organizational skills to perform daily duties. Met or exceeded performance goals to date.

Summary

Customer Services for Residential Lighting Products

- Performed cash and credit card purchases, discount coupons and returns
- Performed computer inventory and telephone inquiries
- Prepared special orders for parts or back ordered merchandises
- Packaged ceiling fixtures, floor lamps, glass shades for postal deliveries

Electronic Warehouse Assembly

- Performed server rack installations, loadings and cablings
- Assisted with work order packaging, shrink wraps and parcels
- Cleared space for cardboard recyclings, incoming and outgoing containers
- Labeled and counted merchandises received from containers

Related Skills

Cash Register Use. Discount and Price Adjustment. Distribution. Fire Safety. Order Fulfillment. Quality and Product Improvement. Record Keeping. Shipping and Packing. Teamwork.

Work Experience

Staffmark, Santa Clara, CA 95054	2/2012 to 5/2013
Assembly Line Support	
Fry's Electronics, Sunnyvale, CA 95112	1/2009 to 8/2009
Software Merchandiser	
Lamp's Plus, San Francisco, CA 94118	12/2006 to 1/2008
Sales Associate	
ABA Staffing Services, San Francisco, CA 94105	4/1991 to 12/1993
Data Entry Clerk	
Employee of the Month	

Education

City College of San Francisco, San Francisco, CA 94112	1993
General Education	
Phillip and Sala Burton High School, San Francisco, CA 94134	1989
H.S.	

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Summary

Experienced IT professional with expertise in Windows and Linux based environments, networking and TCP/IP. Team player making significant contributions to team and individual success.

Key Competencies

Web Programming

- Migrated over 1,000 intranet documents to production templates
- Developed and documented scheduling reports utilizing Active Directory
- Developed Excel query forms for periodical database reports
- Developed Perl based job listing, registration-free job searches

IT Support and Field Work

- Deployed courseware, verified networking and application configurations
- Provided help desk, field support services for NT, XP, and Apache

Relevant Work Experience

IT Consultant	
Tech Prose, Lafayette, CA 94597	12/1999 to 3/2003
Computer Resource Specialist II	
UCSF Department of Medicine, San Francisco, CA 94118	8/1998 to 11/1999
Technical Coordinator	
SFSU Career Center, San Francisco, CA 94132	4/1994 to 8/1998
Library Assistant	
City College of San Francisco, San Francisco, CA 94112	9/1991 to 6/1992

Education and Specialized Training

Tech Skills, San Francisco, CA 94105	12/2005
MCSD.NET	
San Francisco State University, San Francisco, CA 94132	1998
Completed 90+ units towards Computer Science	

