

**Lan P. Ha**

1282 41st Ave, San Francisco, CA 94122

(415) 794-0741

lan\_ha@earthlink.net

## **Catering Assistant**

### **SUMMARY**

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

### **EXPERIENCE**

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#### ***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**

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

### **EDUCATION**

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#### ***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**

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

### **EXPERIENCE**

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#### ***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**

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

### **Education**

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



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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

