

# Carol Carthern

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(415)502-5686

FJ / PT

Disb- 16.50

**OBJECTIVE:** To obtain a position where my knowledge and experience can be utilized as well as enhanced.

## **EXPERIENCE:**

### **Desk Clerk**

Community Housing Partnership, Solutions SF

2018-2019

- Answer phone in a professional and helpful manner, take messages, and transfer calls as needed
- Greet tenants, staff, and visitors cordially to the hotel and set a hospitable tone
- Receive and appropriately direct and/or respond to tenant complaints, work-orders, and other tenant concerns in a timely and efficient manner
- Log all visitors in and out of the hotel, observe and report tenant lease, house rules, and all policy violations in a timely, accurate, and appropriate manner

### **Banquet Set Up**

Cheesecake Factory, San Francisco, CA

2016- 2017

- Fold napkins for the restaurant to use throughout the day
- Ensuring the dining room is clean, tables are set and glassware is stocked
- Set-up, service and breakdown of functions from the laying of tablecloths through the final stripping off of dirty linen
- Completes side work (e.g. folding napkins, refilling condiments, polishing silverware).

### **Home Care Provider**

IHSS-In Home Support Services, San Francisco, CA

2014-2015

- Perform domestic tasks and provide support to clients with personal care activities
- Assist clients with personal care, including dressing, mobility, personal hygiene, meal preparation, errand, transporting to errands or medical appointments
- Maintain open communication between client and the office
- Provide assistance with administering and refilling simple self-administered medications

### **Line Worker**

Zachy Farms, San Francisco, CA

2012-2013

- Assemble goods on production lines
- Packaging and labeling finished product and staging for shipment
- Maintaining work area, including general housekeeping
- Ensure that all raw food items received are of good quality and appropriate quantity

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## Janitor

1993-1994

AA Janitorial, San Francisco, CA

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them
- Gather and empty trash.
- Service, clean, and supply restrooms
- Notify managers concerning the need for major repairs or additions to building operating systems
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees

## EDUCATION

High School Diploma, Fremont High 1988

AA Degree, Solano College 1990

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- Dish washing industrial machine - Cheese colle.
- Public transport