

Mignon Judkins-Givens
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Oakland, CA 94609
Cell ph (510)388-2723
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Objective: To obtain a position where I can gain my career with a company that provides opportunities for professional development.

Highlights Of Qualifications

- Team player, hard working, and punctual
- Eager to learn new skills and listen well to instructions
- 10 years of experience in janitorial work and warehouse

Employment History

2005-Present Food Express catering Services

San Francisco, CA

- **Banquet Server**
- Set tables for more than 250 guest
- Set up coffee and tea stations
- Buffet set up and break down
- Assisted guest

June 2007- February 2010 University of California

San Francisco, CA

Banquet Server

- Set tables for more than 250 guest
- Set up beverage station
- Set up and break down tables
- Assisted guest to tables

May 2007- February 2010 Ladies Who Lunch Catering and Events

San Francisco, CA

Banquet Server

- Set up beverage stations
- Buffet set ups and break down stations
- Read BEO's
- Set up tables
- Assisted guest

April 2005-October 2006 Ghirardelli Square

San Francisco, CA

Supervisor

- Cashier Supervisor trainer
- Prepared Hot fudge sundae
- Inventory balanced out cash register

- Packaging candy orders

September 2004- December 2004 Mark Hopkins Hotel

San Francisco, CA

Banquet Server

- Set up buffet tables and break down
- Set up room service tables
- Table settings

September 2004- December 2004 Westin St. Francis Hotel

San Francisco, CA

Banquet Server

- Set up beverage station
- Set room service tables
- Set up buffet table, table setting

July 2004- October 2006 In Home Supportive services,

San Francisco, CA

Home Care Provider

- Assisted clients with shopping
- Accompanied clients to medical appointments
- Cleaned client's home
- Prepared and cooked meals for client

June 1996- April 2002 BOSS

Berkeley, CA

Youth Supervisor

- Painted buildings, cleaned up and removed graffiti
- Supervising youth and adults at the job sites
- Worked with at risk youth to develop motivational skill and life skills
- Encourage youth to have a positive outlook towards life
- Organized and coordinated programs for youth
- Cleaned street drainage
- Used scrappers, paintbrushes, rollers, rakes, and shovels
- Assisted youth with recreations

November 2000- November 2001 City of Berkeley

Berkeley, CA

Janitor

- Mopped, buffed, waxed, stripped, and swept floors
- Cleaned bathrooms and windows
- Vacuumed floors
- Used buffer, mop, bucket, and mixed chemicals

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To Whom It may concern;

Please consider my application for the position you are currently offering. I have attached copy of my resume for your review and consideration.

I am a highly motivated individual who is prepared and committed to fulltime, permanent work. I possess strong communication skills, learn quickly, work well as a team, and can become one of your valued employees. I believe with my strong work ethic, promptness and pride in a job well done and my eagerness to work as a team player willing to get the job done, I could be an asset to your company.

Thank you for your time and consideration of my candidacy. I look forward to hearing from you soon to discuss my qualifications and your needs in the near future. I can be reached at 510-653-1253 or 510-388-2723

Sincerely,

Mignon Judkins