

IHSS Provider IHSS Provider Lady of all traits Antioch, CA To obtain a stable full time position that will be in great use of my skills and experience as a team player, good judgment, reliable transportation, and the ability to accomplish any task that's given to me. Authorized to work in the US for any employer Work Experience IHSS Provider Ihss contra Costa County - Walnut Creek, CA January 2019 to Present Fingerprint Criminal background check (CDJ) Provider orientation Valid SSN Wheel chair/ bed transfer Lift 50+ lbs Feeding (oral and G.Tub) Dressing Grooming and oral hygiene Bathing Medication Bowel and bladder care (diaper) Executive Assistant/ Database Administrator Cooking round the world January 2019 to April 2019 Inputting customer details Typing up templates for emails and confirmations Creating spreadsheets and formal documents (Excel, Google Docs, Microsoft Word) Resolving discrepancies in information and obtaining further information for incomplete documents Flyer creations for marketing Transcribing documents and directions research for curriculum Inputting data into multiple data bases Answering/ responding to client phone calls and emails Updating records for database communication with customers and staff Filing, photocopying and other clerical or administrative duties Working to deadlines Preparing reports, letters and labels for mail-outs Operating office equipment including computers, printers and photocopiers ABA Therapist SSPBI - San Leandro, CA March 2017 to January 2019 CA Certified CPR First Aid Livescan (FBI & DOJ) Valid CA driver s license TB clearance Travel client to client; in home, school, daycare settings (2-4 clients daily across the East Bay) School shadowing/ support (Aide) Worked with parents and patients one-on-one with children ages 2 - 13 Implement weekly behavioral and learning programs specified for each clients benefit (discrete trial, shaping, natural environment training, verbal behavior, social skills, self-help, and behavior) ABA techniques including DTT, PRT, PECS to increase language and communication, appropriate play skills, cooperation skills, and daily living skills Document goal and program data throughout session Establish and maintain positive relations with families and other team members Social Groups;ratio of 1 teacher to 3 students to children with basic conversational skills who can participate Data Entry II RANDSTAD - Union City, CA December 2015 to December 2017 Social Security tracking Education verification

Employment verification   Professional licenses and certifications   10 Key   Alpha Numeric  
Fingerprints   Background/ Criminal check   Mail sorting   High volume and repetitive work  
production environment   Transfer data from paper formats into computer files or database systems  
using keyboards, data recorders or optical scanners   Type in data provided directly from customers  
data entry with numbers of figures without mistakes   Verify data by comparing it to source  
documents   Update existing data   Types between 35 and 40 WPM   Perform regular backups to  
ensure data preservation   Sort and organize paperwork after entering data to ensure it is not lost  
Personal Chef FREELANCE - East Bay, CA September 2016 to March 2017   once a week  
prepared weekly meals   Comply recipes with required dietary restrictions (vegetarian, pescetarian,  
and vegan)   Respectful while cooking in clients personal kitchen   General Cleaning (sweeping,  
mopping, dishes, wipe down counters, stoves and equipment) Line Cook/Prep Cook Lake Chalet -  
Oakland, CA June 2016 to February 2017 Grill/Hot appetizers (steaks, salmon, scallops, salmon,  
burgers) Fry station (fish & chips, calamari, fries, wings, etc) Pantry (cold salad, hot salads,  
desserts)   Maintains a clean and sanitary work station and equipment   Follows proper plate  
presentation and garnish set up for all dishes   Prep portions of food prior to cooking according to  
standard portion sizes and recipe specifications   Adheres to uniform requirements and restrictions  
Catering preparation, table setting, and cooking Head Saute Cook Drakes July 2015 to February  
2016 Saute Expedite Prep Grill Fry Desserts Pantry   Well-organized and ability to lead and  
direct people   Excellent communication and negotiation skills   Outstanding coordination and  
multi-tasking abilities   Prepare station for service, tools, food & Equipment   Saute ingredients and  
multiple dishes simultaneously   Properly cook and communicate to others to assure food is timed  
and ready with other dishes   Arrange sauteed food items aesthetically on dishes/platter and  
garnished properly   Cut, Chop, marinate and cook dishes according to specific cooking instructions  
and techniques   Handle food rotation duties to minimize food spoilage   Operate kitchen  
equipment such as oven, flat-top and broilers according to safety instructions   Assure the kitchen  
waste is properly disposed of   kitchen areas and equipment are kept clean and sanitized   Ensure  
the efficient flow of orders from the waiters to the kitchen   Ensure orders are being prepared with

the correct priority    Check dishes /assist in the final preparation of dishes before sending out (presentation and temperature)    Transfer important information between the kitchen and the wait staff (e.g. when a customer has a particular request/ allergies)    Handle complaints from clients to preserve the restaurant s reputation Kitchen Cook Zocalo Coffee House - San Leandro, CA April 2015 to August 2015 Responsibilities Prep cook Stock Cook breakfast, lunch and dinner menus Trail and build new recipes Skills Used Recipe comprehensive Line Cook Tinas Place - Pinole, CA January 2015 to March 2015 Kitchen expediter Line cook Sautee Grill station Flat top station COOK FABIANIS March 2014 to October 2014 808-874-0888 KIHEI, HI Prep Cook Pizza Cook Work ovens; 500-600 degrees Middle/ Kitchen Expo. Front House TAQUERIA CRUZ May 2013 to March 2014 808-875-2910 KIHEI, HI Dishwasher Busser Hostess Cashier Prep Linecook PERSONAL/ADMINISTRATIVE ASSISTANT RADAR BLUE August 2012 to January 2013 ADAM@RADARBLUE.COM EMERYVILLE, CA Manage and update schedules/task Coordinate work flow Transport kids from school to home; 22miles Personal errands Web Design; HTML plus various software Marketing; social media and advertisements Store inventory and customer service COOK/ SHIFT LEAD LANESPLITTER PIZZA August 2010 to October 2012 510-893-4001 OAKLAND AND ALBANY, CA Head of dispatch and data entry; four delivery locations Customer service and Delivery Lead Prep food and dough Work ovens; 500-600 degrees Cashier; slice oven and pickups Shift rotation and pay outs Education DIPLOMA BENICIA HIGH SCHOOL Skills ABA (2 years), Administrative Assistant (5 years), Microsoft word, Excel, Data Entry, Dispatch (3 years), line cook (9 years), Filing, Google Docs, Google sheets, Marketing, Scheduling Certifications/Licenses ServSafe Food Protection Manager Present First Aid and CPR CA Registered Behavior Technician Additional Information REFERENCES: Upon Request WORK GAPS: Upon Request

Name: Brian Wilkinson

Email: bgallagher@example.org

Phone: 642.356.4000