

Culinary Assistant Culinary Assistant Facilities Operations Specialist Torrance, CA Work Experience  
Culinary Assistant State of California Department of Corrections and Rehabilitation - Chino, CA April  
2017 to October 2018 Assisted in serving dinner to over 1000 clients daily. Cleaned large facility  
kitchen according to health codes daily. Prepared meals for hospital patients and loaded meals for  
transportation to outside facilities. Facilities Operations Assistant KING HARBOR YACHT CLUB -  
Redondo Beach, CA April 2008 to May 2010 General maintenance and cleaning of club, which  
included duties such as: Cleaning of dining room, lounge, kitchen to Dept. Of Public Health  
standards, bar, boatyards, showers and restrooms. Performed repairs and maintenance on interior  
and exterior of building, including wood, drywall, plaster, concrete, paint and metal. Performed  
repairs on locks, doors, gates, furniture, appliances and maintenance equipment. Outside grounds  
maintenance. Receiving and storage of food and alcohol deliveries. Web Designer/ Developer  
Ratvision.com - Lomita, CA April 2007 to April 2008 Responsible for website content, design and  
programming using a variety of software including Photoshop and Jomsocial. Developed and  
maintained the most comprehensive skateboarding events calendar online. Create content articles  
on related subjects including product reviews, professional profiles and technical reports. Facilities  
Operations Assistant CITY OF TORRANCE - Torrance - Torrance, CA May 2005 to May 2007  
Building maintenance of facilities and offices of the Cultural Arts Center and city yard which included  
such duties as: Special Events Coordinator - set up tables, stages, dance floors, audio/visual  
equipment and lighting, for private and public events. Worked with event planners to ensure set up  
of events were according to plans. Worked in a supervisory role with a small crew to complete  
scheduled work orders and routine maintenance. General cleaning of facilities such as trash  
disposal, sweeping, mopping, stripping and waxing floors using powered machinery. Conducted  
minor repairs and adjustments to various facilities and equipment. Operated fork lift to move  
palletized loads. Conducted weekly meetings with Senior Management. Education High school or  
equivalent South High School - Torrance, CA None El Camino College - Torrance, CA Skills  
Shipping, Cashier, Customer service, Stocking, Forklift, Building maintenance, Maintenance, Web  
design, Security, Microsoft office, Facilities management Links

<http://www.linkedin.com/in/mr-joel-kelly> Additional Information Skills    Microsoft Office (10+ years),  
Forklift Operator (Less than 1 year), Customer Service (10+ years), Cashier (3 years), Stocking (5  
years), Security (2 years), Food Preparation (3 years), Shipping And Receiving (2 years), Building  
Maintenance (4 years), Event Management (1 year), Web Design (4 years), Morticians Assistance  
(1 year), Sales (2 years), Management (2 years), Facilities Management (3 years)

Name: Autumn Anderson

Email: xanderson@example.org

Phone: 914.709.9125x29773