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| Amin Crawford |  |
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Career Objective

I am a hard worker with versatile skills sets including strengths in leadership and communication. I would like to work for a company that can utilize my prior experiences and offer learning opportunities.

Experience

Picker/Packer

 ▪ August 2016 – November 2017

United Parcel Services (UPS) ▪

* Lift packages up to 150 lbs. from head sorter and assembly line.
* Sort totes from large packages, small packages and envelopes while making sure assembly
* Following packing label to ensure parcels are on the correct trucks
* Always follow safety guide lines for lifting.

Housekeeping/Janitorial

 ▪ February 2015 – May 2016

City Cleaning Services ▪

* Responsible for the cleaning office buildings which include but not limited to furniture, walls, windows, glass partitions, and mirrors, and polished fixtures.
* Replenish supplies and maintained (written) inventory log
* Other responsibilities include vacuuming, dusting, occasional laundry, changing linens and mopping and waxing floors.

Child Care Assistant

 ▪ June 2013 – February 2015

Burgandy’s Child Services ▪

* Assist in preparing food & refreshments and serve meals to children.
* Monitored children during pick up and drop offs at schools, camp, trips and other activities.
* Perform light housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens. Also kept classroom neat in appearance by mopping, sweeping, or vacuuming when necessary.

Skills

* Strengths in leadership
* Dependable and organized
* Ability to learn quickly while providing great quality

Education

Career and Academic Development Institute

Completion Date 2016 ▪ Received Diploma

References

Available Upon Request