

Resume 407

Objective

Highly motivated, dedicated, and results-driven worker to secure a position with your company as a **Census Taker, Election Inspector, Dishwasher, Busser, other position in General Labor, or as applicable**, utilizing my skills, training, and experience

Summary of Qualifications

- Knowledgeable and/or familiar with the duties and responsibilities associated with Census Taker position, including conducting professionally for interactions with the general public, collecting accurate data, and reporting daily to upper management to convey and transmit data accordingly
- Over 2 years' experience as an Election Inspector in Niagara County, assisting officials receiving voters at designated voting sites, tabulating ballots, and ensuring accurate counts matching of voter registration signatures with number of ballots submitted
- Some experience in a restaurant setting as a dishwasher, operating commercial dishwashing machines, keeping kitchen staff supplied with clean cooking vessels and utensils, and serving staff supplied with clean dishes, glasses, silverware, etc.
- Familiar with bussing tables, clearing all items off tables, and cleaning/sanitizing surfaces as needed utilizing various cleaning solutions and solvents
- Some experience loading and unloading trucks utilizing hand trucks and placing all items in designated areas as directed or necessary
- Some experience mowing lawns using push mowers, trimming hedges, and performing snow removal, applying deicing agents on sidewalks and steps
- Experienced sweeping and mopping floors, utilizing various cleaning solvents and solutions and knowledgeable with their safe applications
- Strong communications, detail-oriented, analytical, and problem-solving skills
- Detail-oriented, dependable and conscientious worker with no health or lifting restrictions
- Multi-tasks efficiently, learns new systems quickly, and completes all assignments/projects on time or ahead of schedule
- Works well independently or collaboratively in a team environment

Professional Experience

11/2014 – 11/2015

Election Inspector (Seasonal)

Niagara County Board of Elections, Niagara Falls, NY

- Monitors the voting process, greets and receives voters at one of many designated voting sites
- Reviews signatures for authenticity and records individual at the site
- Distributes ballots to validated voters and assists as needed, usually supplying directions for completing the ballot without political preference
- Collects ballots from secure drop box at end of day, counting ballots to coincide with number of registered voters having attended the voting site

Volunteer Experience

01/2018 – Pres.

Volunteer

Zion Evangelical Lutheran Church, Niagara Falls, NY

- Assists as part of a dedicated team of volunteers to oversee inventory in a clothes, furniture, etc. closet, made available to area homeless or individuals experiencing low socio-economic conditions

Education, Training & Achievement

Hospitality and Tourism Training Certificate, 2016

Niagara Falls TourismCenter/St. Paul's Episcopal Church, Niagara Falls, NY

Diploma

Bishop Duffy High School, Niagara Falls, NY