

Lani Sakamaki

3333 Changes Blvd.

Honolulu, Hawaii 96819

Ph: 808-555-1234

Email- careerchanger@hawaii.edu

Objective:

Seeking various part time employment, areas of Word and Excel applications, willing to except on the job training and voluntary work, to obtain basic sedentary employment in areas of ; Social aide or Office Clerk, Customer Service or Cashiering, Stock and Inventory, Dispatch or IT Technician, within the Military, Private, and Non Profit Organizations.

Present to Past Work Experiences:

Company: State Of Hawaii DOE

Position: Head Custodian

Location: Hahaione Elementary - Hawaii Kai

Employment Duration: 12-99 to present

Duties: Scheduling, supervision and orchestration of five half-time and one full-time custodians.

Each custodian has daily set area and work description, concerned on their areas throughout campus. Cleanliness, Sanitation and Safety of set areas are

high priorities of each individual (Custodian), when a problem arises or non-compliance of set areas is addressed, my empowerment to correct and achieve ultimate satisfaction and responsibility of area is administered.

Inventory, operations, stock and dispersing of all janitorial supplies, kept by monthly cross referencing with store room sign out, with individual custodian check list, keeping track of all supplies on a monthly basis.

Assisting and observing of other companies (sub contractors i.e. construction co.) to secure safety within their work areas around campus.

As a working foreman; operation of all mechanical equipment,

from Tiller to Burmisher! Periodic maintenance of all equipment !

Semi. and Annual employee appraisal reports of all 50% & 100% custodians under my direction, focusing on annual goals and meeting of required expectations.

Safety committee lead chairman and daily needed assistance to Principal & Administration; SASA, clerks, health nurse, counselor, and faculty etc.!! Main concerns, children K-6, and administration optimal sanitation and SAFETY !!

Scheduling of rotational general cleaning of all buildings and classrooms, when children are on scheduled breaks; summer, x-mas, etc. Addressing G/C, total room cleaning from stripping floors, dusting light fixtures & walls to! Total rotation throughout six acre campus, landscape and all classroom and each building every year, thoroughly !! (with prejudice)

Using procurement strategies to perform within State - D.O.E. regulations viewing various bid lists, managing and budgeting every penny of yearly Custodial funds allotted to me, so supplies will last throughout allotted school year and until following year and allotment.

*Company: Goodfellow Bros. Position: Labor I-Construction
Location: Wailea, Maui and relocate to Waimea Valley, Hawaii
Employment Duration: 10-1998 till 04-2000*

*Company: Eleaire Golf Club Position: Head Chef
Location: Kihei, Maui / Hawaii
Employment Duration: 01-1999 till 12-1999*

*Company: Nick's Fishmarket Position: Prep-Day Cook
Location: Wailea, Maui / Hawaii
Employment Duration: 08-1998 till 10-1999*

*Company: Kiewett Pacific Construction Position: Labor I- Construction
Location: Lahaina, Maui / Hawaii
Employment Duration: 09-1996 till 11-1997*

*Company: Concrete Coring Company Position: Labor I- Construction
Location: Sheraton Hotel- Lahaina, Maui
Employment Duration: 7/95- 9/96*

*Company: Sears Auto Center Position: Automotive Salesman
Location: Kaahumanu Shopping Center - Kahului, Maui Hawaii
Employment Duration: 1992-1995*

*Company: AOA Harbor Lights Position: P/T - On Call Resident Manager
Location: Kahului, Maui, Hawaii
Employment Duration: 09-1988 till 11-1992*

*Company: Pacific Fire Protection Inc. Position: Fire Inspector
Location: Pearl City, Hawaii
Employment Duration: 03- 1981 till 08- 1988*

Education: College/ Trade Schools/ Training:

1978 Kalaheo High School

Goal : Completing 1978 Graduate

Achievement: High School Diploma

Location: Kailua, Hawaii

1979- 1981 Honolulu Community College

Goal: Liberal Arts, Automotive and Diesel

*Achievement: Certificate of Completion (for all listed above) **

Location: Honolulu, Hawaii

3/81- 1988 State Fire Inspector - Certified

1981-1983 Scott Aviation

Goal: Avionics Tech

*Achievement: Certified**

Location: Buffalo, New York

2000 Hawaii Laborers Training Center

Goal: Hazardous Material

*Achievement: HAZMAT Certified**

Location: Pearl City, Hawaii

2000 Hawaii Laborers Training Center

Goal: CPR and First Aide

*Achievement: Certified**

Location: Pearl City, Hawaii

2002 C.N.A. Institute of Hawaii

Goal: Nurse Aide

Achievement: Nurse Aide Certified Adult CPR & First Aide Certified**

Location: Honolulu, Hawaii

2004 *University of Phoenix - Online*
Goal: Pre-requisites in Accounting (Undergraduate)
Achievements: RES110/ COMM110/ SOC110

4/2005 - Present *Honolulu Community College - Honolulu, Hawaii*
*Keyboarding; Word & Windows Excel - *Certified*
Certificates of Hours

*** All Certifications available upon request ***

*** References furnished upon request ***