

# Rigoberto Barajas-Diaz

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## Objective

I am seeking a permanent position where I can become an asset to your company. I am willing to get the job done to the standards that you require. I am a team player that works hard to accomplish the task at hand. I am a self starter and learn quickly, which allows me to be flexible with an organization and perform several different jobs. One of my major strengths is troubleshooting. I apply my knowledge and skills to improve my employers operations.

## Education

June 2001                      Vallejo Adult School                      Vallejo, California  
**High School Equivalency Certificate (G.E.D)**

## Certificates

June 2010                      Forklift Safety Training and Evaluation  
Certification-Osha Compliant Training/Instruction

## Languages

Fluent reading, writing and translating in English as well as Spanish.

## Work experience

March 2010-June 2010    Bergin Glass Impressions                      Napa, California

### **Line worker/Bottle dumper/Maintenance**

- Work in a high-speed manufacturing environment; which is team-oriented, deadline driven with high performance demands.
- Lift heavy cases filled with wine bottles two cases at a time and dump on line at a fast pace to keep line running fluidly.
- Prep machinery for daily use by cleaning and maintaining before and after each shift.
- Clean up of warehouse at end of each day as well as complete any other necessary maintenance duties as needed.

1998 – February 2010    Rancho Grande Restaurant    American Canyon,  
California

### **Restaurant Manager/Lead Cook/Maintenance & Grounds Keeper**

- Performed any minor and some major maintenance work as needed, such as keep all grounds clean, maintain all appliances and keep them in

working order, some plumbing, all carpentry work, all painting, some electrical and any other repairs the business may have needed on a daily basis.

- Perform maintenance/preventative maintenance and necessary adjustments on equipment as required to keep products running at an optimum level.
- Provided coverage and relief of all positions as well as trained all employees.
- Inventory control; In charge of placing all merchandise orders as well as revise and pay all incoming orders. Make sure that all items are ordered promptly so that there is never a lack of any product.
- Assisted in all health inspections and reviewed and corrected any deficiencies found at said inspections.
- Cleaned and sanitized entire restaurant during the day as well as supervised or performed final thorough cleaning at the end of the day.
- Networked and met with business owners in the area in order to attain new customers and large catering accounts.
- In charge off all aspects from pricing to delivering of major events as well as smaller scale catering.
- Food prep of all items sold on Rancho Grande Menu.
- Lead cook, on call everyday, all year. Prepare all meals on menu.
- I was in charge of all financial matters, such as daily deposits and remittance of all cash and earnings on a daily basis. I closed out registers and ATM machines at end of day and consolidated all reports and made sure that all funds were accounted for.
- Took care of all payroll matters in assistance with business accountant. I made sure that all employees are paid and checks are distributed in an efficient time frame. Coordinate all employee schedule's as well as vacation time.
- Renewed all permits, paid all fees due.

**References available upon request**