



SOPHIA BROWN

Senior Day Porter

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Excellent Cleaning Techniques



7

Basic Repairs



8

Inventory Management



10

Supply Restocking



8

Time Management



7

Attention To Detail



9

🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

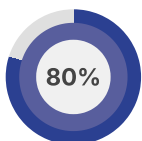
🧘 Meditation 🏛️ History

👊 STRENGTHS

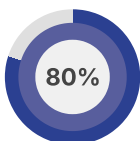
🌱 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

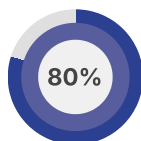
🗣️ LANGUAGES



English



Dutch



German

🌟 ACHIEVEMENTS

🌟 Achieved a 20% reduction in cleaning time through optimized workflows.

🌟 Received employee of the month for outstanding service and cleanliness.

👤 PROFESSIONAL SUMMARY

With a decade of experience as a dedicated Senior Day Porter, I excel in maintaining cleanliness and operational efficiency across diverse environments. My expertise includes managing cleaning protocols, ensuring safety compliance, and creating welcoming spaces for occupants. I am committed to enhancing facility standards through effective communication and proactive problem-solving.

💼 WORK EXPERIENCE

Senior Day Porter

📅 May / 2019-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Maintained cleanliness in break rooms, offices, restrooms, and common areas to ensure a hygienic environment.
2. Executed thorough cleaning of floors, carpets, and upholstery, enhancing the facility's appearance.
3. Managed cleaning supplies and equipment, ensuring availability and compliance with safety standards.
4. Responded promptly to client requests and work orders, demonstrating exceptional service.
5. Trained team members on best practices in cleaning and maintenance, fostering a collaborative work environment.
6. Conducted routine inspections to uphold cleanliness and safety standards across all areas.
7. Collaborated with management to develop and implement cleaning schedules tailored to facility needs.

Day Porter

📅 May / 2015-May / 2019

Lakeside Apparel Co

📍 Chicago, IL

1. Oversaw the cleanliness of public areas, including restrooms, stairwells, and parking lots.
2. Utilized equipment such as blowers and sweepers to maintain debris-free outdoor spaces.
3. Ensured proper sanitation of eating and smoking areas, promoting health and safety.
4. Assisted in setting up and breaking down meeting rooms, ensuring readiness for events.
5. Conducted regular checks of public restrooms to maintain cleanliness and supply levels.
6. Responded to maintenance requests, collaborating with maintenance staff as needed.

🎓 EDUCATION

High School Diploma

📅 May / 2012-May / 2015

Springfield High School

📍 Phoenix, AZ

Completed comprehensive coursework with a focus on communication and teamwork.