Robert Smith

Day Porter Associate

CONTACT DETAILS

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PERSONAL STATEMENT

To obtain a position that will enable me to use my organizational skills, my ability to work well with others, quick learning skills, and to have the opportunity to learn and improve my skills for the better.

WORK EXPERIENCE

Day Porter Associate

ABC Corporation - February 2010 – March 2014

Responsibilities:

- Plan and prepare self employee work schedules.
- Coordinate activities with other departments to ensure that services are provided in an efficient and timely manner.
- Inspect work performed to ensure that it meets specifications and established standards.
- Perform or assist with cleaning duties as necessary.
- Confer with staff to resolve performance and personnel problems, and to discuss company policies.
- Establish and implement operational standards and procedures for the departments supervised.
- Investigate complaints about service and equipment, and take corrective action.

Day Porter

ABC Corporation - 2008 – 2010

Responsibilities:

- My duties typically involved keeping my assigned areas clean and appealing, such as cleaning and maintaining restrooms, which includes cleaning the toilets, urinals, counters, and the sinks, as well as keeping the mirrors and the floors clean, emptying.
- Clean up the break room, coffee area; restock coffee cups, sugar, creamer, stirrers, napkins, coffee grind, coco mix and filters.
- Cleaned; offices, conference rooms, lobbies, copy/computer rooms, swept, dust, mop, hallways and main entrance.
- Did inspection of all the building assigned to me and the night crew.
- May sure that the supply closet is fully stocked.
- Attended weekly meeting, trainings, did a weekly report of my daily activities and my time sheet.
- Jacobs Field Services Americas, Inc.

Education

Graduate in Marketing and Sales - 1981(ESAN University - Lima, Lima)

SKILLS

Microsoft . All office equipment. Handling money. I am very proficient. Reliable., I can type 60 wpm. And am an expert 10 - key master.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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