

ROBERT SMITH

Assistant Janitorial Worker

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Seeking a position as a janitorial with a renowned firm where exceptional skills in housekeeping and custodial maintenance could be fully utilized to achieve the goals of organization. Seeking a detail orientated custodial position with an evolving full service commercial cleaning company that offers career advancement opportunity.

EXPERIENCE

Assistant Janitorial Worker

ABC Corporation - AUGUST 2015 - APRIL 2016

- Vacuumed all carpeted areas, mopped all floors, wiped down break room tables and cleaned microwaves and sinks.
- Made sure all restrooms were properly sanitized and all supplies were replenished.
- Cleaning windows/glass, sanitizing the bathrooms, replenishing paper towels, toilet paper, refilling soap dispensers and trash removal.
- Following task given, meeting deadlines while having a general working knowledge of the equipment, materials and methods used in cleaning and custodial work.
- Monitored building security before and after shift and safety checking all locks and electrical systems to ensure safety.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Moved and arranged furniture and equipment and set up rooms for conferences and meetings.

Assembly Line Worker

ABC Corporation - FEBRUARY 2012 - MAY 2014

- Reckitt Benckiser i rotated jobs and learned more than one part of the assembly line process, including material gathering, construction, quality control, packaging, and shipping.
- Reviewed and followed instructions, diagrams, and blueprints to complete my task.
- Used a combination of tools including hammers, wrenches, cutters, clamps, pliers, bolts, templates, molds, paint sprayers, and other electrical and gas powered machines.
- Cleaned and maintained the assembly line appropriately and inspected parts to ensure they met safety guidelines.
- I took medicare part d phone calls and assisted customers with enrolling with an insurance plan that best fit their needs.
- I also had to build sustainable relations of trust through open and interactive communication which means i had to take the extra mile to engage customers.

- I handled complaints, provided appropriate solutions, and also processed orders.

EDUCATION

- High School Diploma - (Cornerstone Christian Correspondence School)High School Diploma - (Southeastern High School - Detroit, MI) - 1988(Mixta Escuela - Guadalajara, Jal.)

SKILLS

Inventory, Stocking, Typing, Computer Management