

Robert Smith

Janitorial Worker/Supervisor

CONTACT DETAILS

1737 Marshville Road,
Alabama
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PERSONAL STATEMENT

Interested in Customer Service work. Enjoy working in a high paced work environment where challenged as well as being able to resolve customer issues. Hardworking, experienced business major with a diverse background in environmental services, camp counselor, and food services. Experienced in multi-tasking situations as they arise.

SKILLS

Pallet Jack, Shipping And Receiving, Picking, Packing, Supervisor, Janitorial, Customer Service , Training, Interpersonal Relationships, Conflict Resolution, Forklift Operator.

WORK EXPERIENCE

Janitorial Worker/Supervisor

ABC Corporation - August 2011 - Present

Responsibilities:

- Responsible for cleaning buildings, removing debris, and keeping areas neat and tidy.
- Vacuums and buffs floors, shampoos carpets, empties trash receptacles, and replace lining of trash cans.
- Served on set up team for all sports events, including football basketball, and volleyball.
- Maintaining daily inventory for general restroom and facility needs (toiletries and various cleaning supplies to be approved for ordering).
- Maintained a clean and safe environment for numerous restrooms, conference rooms, offices, cafeteria, entrance and exit areas and production areas.
- Cleaning and dusting of general office areas include dusting windows and desktops wiping down office chairs and table tops.
- Sanitizing all restrooms pulling trash sanitary containers as well and wiping counter tops, faucets,sinks,mirrors,partitions and walls.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Purchasing Manager, Payroll

ABC Corporation - March 2014 - August 2014

Responsibilities:

- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Establish work procedures or schedules and keep track of the daily work of clerical staff.
- To be on the alert of the entrance and exit of the personnel to handle breaks, to make nominations, buy materials handling purchase orders, make to quotes.
- Select the most suitable cleaning materials for different types of linens, furniture, flooring, and surfaces.
- Evaluate employee performance and recommend personnel actions such as promotions, transfers, and dismissals.
- General cleaning of maquiladora offices, conference room, construction offices.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

GED - (El Paso County Community College - El Paso, TX)