

ROBERT SMITH

Janitorial Services Worker

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Hardworking, experienced business major with a diverse background in environmental services, camp counselor, and food services. Experienced in multi-tasking situations as they arise. To obtain an entry-level position that will allow me to utilize the skills obtained from previous employment opportunities.

2011 - PRESENT

JANITORIAL SERVICES WORKER - ABC CORPORATION

- Clean out offices, make sure the restrooms are clean, replace products if were low.
- Maintaining the floor by vacuuming all offices for debris and spots under desks and edges as well as buildup in corners.
- Maintaining most government buildings at the agricultural research center by cleaning entrances and common areas such as doorways glass and frames.
- Ordering and keeping needed supplies for cleaning cart and keeping it clean, tidy, stocked and arranged condition.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Report any signs of vandalism or break-in and assist in investigating security issues.

2009 - 2011

JANITORIAL WORKER/MAINTENANCE - ABC CORPORATION

- Responsibilities include light carpentry, cleaning, painting, snow removal, pest control, and grounds upkeep.
- Skills operated all equipment associated with landscaping, snow removal, grounds upkeep, sanitation equipment.
- Skills operations of various cleaning, stripping, polishing and refinishing equipment.
- Dust and polish furniture and make sure that all carpets and curtains are vacuumed on a periodic basis.
- Empty trash receptacles and ensure that they are cleaned properly from the inside.
- Empty trash and recycle bins, clean offices, desks, tables, and conference rooms.
- Kept lobby area straighten up, restocked the refrigerator with drinks and coffee machine full.

EDUCATION

Diploma in General - (Athens Area High School)High School Diploma -
September 2007(Paw Paw High School - Paw Paw, MI)

SKILLS

Computer Networking Fundamentals, Computer Applications, Project Development,
Web Site Design Methodology, Web Content Development, Web Authoring, E-
commerce Systems.