

# ROBERT SMITH

## Cleaner/Janitorial Worker

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

To obtain a position where can utilize my education and experience with opportunities for professional growth and development for the company. Seeking a detail orientated custodial position with an evolving full service commercial cleaning company that offers career advancement opportunity.

### CORE COMPETENCIES

Machine Operator, Inspection, Running Press Welder, Packaging, Table Saw, Materials, Machine Change Overs, Fast Pace Assembly, Shipping Labels, Assembly, Production

### PROFESSIONAL EXPERIENCE

#### Cleaner/Janitorial Worker

**ABC Corporation - February 2016 – May 2016**

#### Key Deliverables:

- Clean windows, glass partitions, and mirrors using soapy water or other cleaners, sponges, and squeegees.
- Clean building by emptying trash, replacing liners, clean surfaces, and disinfect restrooms.
- Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
- Notified managers concerning the need for major repairs or additions to building operating systems.
- Dust and polish furniture and make sure that all carpets and curtains are vacuumed on a periodic basis.
- Kept lobby area straighten up, restocked the refrigerator with drinks and coffee machine full.
- Cleaned desks and counter tops, emptied, cleaned and sanitized waste receptacles.

#### Mailroom Clerk

**ABC Corporation - August 2015 – January 2016**

#### Key Deliverables:

- Documented clients names and dates of delivery to assure safe and accurate distribution.
- New York, NY 2/16 - 05/16 empty, clean all waste receptacles and remove waste paper and rubbish from the premises to designated area; wipe receptacles as necessary.
- Empty and clean all ashtrays, screen all sand urns supply and replace sand as necessary.

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- Hand dust and wipe clean all office furniture, files, fixtures, paneling, windowsills, and all other horizontal surfaces.
- Clean building floors by sweeping, mopping, scrubbing or vacuuming them.
- Responsibilities cleaning office buildings according to the companies safety regulations.
- All of the daily cleanings is done at five building, which is the weekly routine.

### EDUCATION

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High School Diploma - (Jane Adams High School - Bronx, NY)

