

# Robert Smith

## Janitorial Worker

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## SUMMARY

Looking to obtain a position that will utilize my skills, education and knowledge in a progressing environment. A full-time customer service and sales position requiring experience generating new accounts, meeting and exceeding sales goals, and maintaining excellent customer relations.

## SKILLS

Receiving And Stocking Merchandise, Cleaning, Cashier

## WORK EXPERIENCE

### Janitorial Worker

ABC Corporation - August 2014 - Present

- Working at a fast pace, busy environment, dealing with sales, customer satisfaction, keeping the floor stocked and clean.
- Communicated with various types of people, and learned to diffuse stressful situations.
- Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing the rubbish.
- Maintenance performs routine and extensive preventative maintenance and repair procedures throughout the factory.
- Maintained safety equipment, cleaning, and performed on-call duties in reference to the machine.
- Clean windows, glass partitions, and mirrors using soapy water or other cleaners, sponges, and squeegees.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.

### Owner Freelancer

ABC Corporation - January 2012 - March 2016

- Responsibilities websites, graphic design, photographer, videographer liaising with clients to determine their requirements.
- Budget managing client proposals from typesetting through to design, print and production working with clients, briefing and advising them with regard to design style, format, print production, and timescales.
- Ensures all web content requests align with brand and content format standards is approved prior to publishing and publishes live in a timely manner.
- Developing concepts, graphics and layouts for product illustrations, company logos, and websites determining size.
- Arrangement of illustrative material and copy, and font style and size preparing rough drafts of material based on an agreed brief reviewing final layouts and suggesting improvements.
- Required succinct, fact-filled content an engaging, active tone writing broken up by subheadings use of bulleted lists embedded links throughout the text, etc.
- Skills used computer applications, computer networking fundamentals, programming concepts, project development, web site design methodology, web content development, web authoring, web animation, e-commerce systems administration customer service graphic design photography web design and videography.

## EDUCATION

Associate in Computer Science - 2011(Everest University-Tampa - Tampa, FL)Ged - ()