

# ROBERT SMITH

## Lobby Attendant II

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Seeking housekeeping position either in residential, hotel, motel or new construction industry. Interested in retirement homes and Hospitals. Able to communicate and interact effectively with individuals of all levels, handle multiple projects concurrently.

## EXPERIENCE

### Lobby Attendant II

#### ABC Corporation - JULY 2010 - DECEMBER 2011

- Provide assistance with patrons special needs, such as helping those with wheelchairs.
- Direct patrons to restrooms, concession stands and telephones.
- Maintain food and equipment inventories, and keep inventory records.
- Arrange for equipment maintenance and repairs, and coordinate a variety of services such as waste removal and pest control.
- Wipe tables or seats with dampened cloths or replace dirty tablecloths.
- Clean up spilled food or drink or broken dishes and remove empty bottles and trash.
- Perform serving, cleaning, or stocking duties in establishments, such as cafeterias or dining rooms, to facilitate customer service.

### Lobby Attendant

#### Mcdonalds - 2005 - 2010

- Clean tables, clean chairs, sweep floors, mopped floors, clean up bathrooms, clean up in other areas in the store.
- clean up in the lobby area and outside the store to.
- Also clean windows and clean doors to.
- take trash to the dumpster and washing dishes.
- Job promotion, I get to work more hours now and days to, I now have a chance to work my way up the ladder of success now.
- Would like to become and manager if there maybe a chance for career advancement.
- Skills Used 1year job experience now computer and typing skills.

## EDUCATION

- High School Diploma in Math - (ONEIDA HIGH SCHOOL - Oneida, NY)

## **SKILLS**

Microsoft Office, Time Management, Problem Resolution, Records Management, Communications, Attention to Detail.