

# Robert Smith

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## Seasonal Worker

### SUMMARY

To a secure a Position that will allow for the usage of excellent interpersonal skills, support further development and enhancement of this skill, as well as offer the opportunity to advance internally Job Readiness Program.

### SKILLS

Microsoft Office, Microsoft Outlook, Communication, Customer Service.

### WORK EXPERIENCE

#### Seasonal Worker

ABC Corporation - June 2004 - August 2004

- Monitored building security and safety by locking all doors and windows after business hours and checking electrical appliances to ensure that hazards were not present.
- Serviced, cleaned and stock all bathroom facilities.
- Gathered and emptied all trash receptacles.
- Cleaned the building floors by performing such tasks as sweeping, mopping, scrubbing and vacuuming.
- Followed all procedures for the usage of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Stripped, sealed, finished and polished all floors.
- Notified managers concerning the need for major repairs or additions to building operating systems.

#### Seasonal Worker

Delta Corporation - 1999 - 2004

- while on summer break for school.
- Work responsibilities included Car wash for company cars as well as maintain the property inside and out.
- Stocked Shelves English Carrie outs.
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- Prep metal plates for heat press, affix mounting materials to finished product, matching orders with products.
- Prepped metal plates for heat press, affixed mounting materials to finished product, matched orders to images.
- Worked with a team to unload shipments of goods in a timely manner.

### EDUCATION

Automotive Detailing - August 2005(Kennedy King College Chicago - Chicago, IL)