

ROBERT SMITH

Sexton III

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

SUMMARY

Sexton, we have a culture that always thrives on pushing each of us to be our best without hesitation. Our passion is creating a great building experience for everyone involved. It's the attitude that extends to our clients, partners, subcontractors and employee-owners.

CORE COMPETENCIES

Microsoft Excel, Microsoft Office.

PROFESSIONAL EXPERIENCE

Sexton III

ABC Corporation - 2010 – December 2016

Key Deliverables:

- Ordered and maintained inventory of cleaning supplies, paper goods, and needed materials for the church and school.
- Repaired, replaced, and installed light bulbs, fixtures, sink faucets, valves, toilets, and plumbing lines.
- Repaired sprinkler lines and valves.
- Scheduled and maintained records of safety inspections with Fire Marshall, State Elevator Inspector, fire alarm and fire sprinkler companies, maintain company vehicle safety reports and repair as needed.
- Maintained and repaired phone system.
- Arranged seating and furnished in rooms for special group events according to their specific needs, prepare coffee, set out food and supplies, clean and reset large event rooms as originally arranged, set worship spaces for Sunday, Christmas & Easter Services, school parties and graduations which includes arranging 300+ individual chairs.
- Assisted High School Youth Leader - Assisted Youth Leader with setting up weekly youth group activities and lessons, assist in leading studies with the kids via video and movie clips, assist with yearly mission trips and outreach programs.

Sexton

Delta Corporation - 2000 – 2010

Key Deliverables:

- all duties for taking care of building or church.
- Maintain the physical campus and all facilities Manage the set-up, execution, and break down of all regular and special parish events Create a .
- Tended grounds and maintained church facilities.
- Performed janitorial duties for the Rainbow Station private school in Haymarket, Virginia.
- Collected and disposed of trash and recyclable materials and sanitized restrooms, classrooms, school gymnasium and administrative offices.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

- General Education, Music - 1985(Bolsa Grande High School - Garden Grove, CA)