

Objective

Involved in the security field for over 5 years, general maintenance during my high school years and over all customer service. open for any job opportunities.

Skills

Computer In Microsoft; Outlook, Excel, Word, Lenel, Cycop, RAS, Pelco.

Work Experience

Associate Sexton

ABC Corporation - August 2003 – January 2009

- Responsible for the setting up and tearing down of different rooms for various events each day.
- Helped members and clients alike with any questions or concerns.
- Maintained the cleanliness of the building, and performing minor handy man work.
- Created lasting friendships with members and clients.
- Used People skills, problems solving, scheduling of needed maintenance to the building and church vehicles.
- In charged of cleaning and setting up for various events and also closing and secure building.
- Cleaned Sanctuary Clean Church Offices Clean Sunday School Rooms Maintain church grounds Repair and Maintain Sanctuary Repair and Maintain Church.

Sexton

Delta Corporation - 2002 – 2003

- Room set up/breakdown at church - Food Service - Janitorial Duties Office Max.
- Cleaning the church for services and other functions during the week also cleaning the offices and employees lounge.I had to set up and break down .
- h Maintenance and cleaning of church and also preparing church for events.
- Provide assistance,customer service Accomplishments parishioners followed directions while fixing coffee,other refreshments while cleaning church.
- Skills Used Ability to multi task and exhibit customer service skills .
- Sweeping,Mopping,Dusting,Wiping Windows,Cleaning The Bathrooms, Refilling Soap Dispencers,Replace tissue/napkins,Taking Out The Trash,Unlocking .
- Met New People

Education

Diploma - September 2001(Kearny Senior High School - San Diego, CA)