

ROBERT SMITH

Sweeper/Executive

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SUMMARY

Experience, including as a Sweeper and as a Cashier in industries including Miscellaneous Retail. Team members help customers find desired goods or services.

SKILLS

Customer Service, Hard Working.

WORK EXPERIENCE

Sweeper/Executive

ABC Corporation - February 2011 – October 2011

- Monitoring and maintaining mail organizing machinery.
- Collecting trash and recycle for disposal, dusting, sanitizing desks/tables, cleaning restrooms, washing windows, cleaning spills.
- Processing for daily production; keep the area cleans and saves waste materials; sorting packages processed for packing and shipping to customers.
- Maintain a clean and safe environment for one of the schools.
- Required to manage personal time and accomplish the daily and weekly cleaning within a certain time frame.
- Worked in small groups to manage bigger projects and would be asked to assist in leading a team.
- Walking up and down an aisle collecting pre-sorted mail, placing it in a bin by its proper zip code.

Sweeper

ABC Corporation - 2010 – 2011

- We had various duties throughout the week; first on was vacuuming the class room at 36 of them, then mop all the bathrooms, fill up soap, toilet paper, paper towels, Ect.
- Then my other duty was sweeping the hallways picking up trash, and taking the trash cans from all the class rooms.
- Then I vacuumed the library and gym, that was about a 4 hour job.
- The impact I had was that; its time to grow up, no body us going to do you job for you.
- And that you need to take responsibility for yourself.
- Skills Used Skills that I had to demonstrate, talking (people skills), I had to talk to children/students, patients (kids tend to make messes, so I had to be patient with them) cleaning (I know how to clean really good) another "the biggest" was responsibly; I need to show up everyday at the same time, I had to do my work for the majority of the time.
- (Until I got used to doing the job) and that I needed to clock in and out on my own..

SCHOLASTICS

- GED - (DMACC// - High, Iowa, US)