

Resume 631

OBJECTIVE:

To secure a position with your company using my skills and experiences in *Warehouse, Janitorial, or similar roll.*

SUMMARY OF QUALIFICATIONS:

- Over 12 years' experience performing a wide variety of custodial/janitorial duties including floor maintenance with knowledge and experience in operating auto-scrubbers and buffers maintaining floors in near original condition with knowledge of cleaning solutions and their safe applications
- Over 7 years' experience performing a variety of warehouse and assembly duties including packaging, positioning raw materials and finished products throughout warehouses, performing inventory management, and reporting surpluses and deficiencies to upper management
- Provides uncompromising highest standards of customer service to both internal and external customers, assisting individuals with their product/service requirements, offering solutions customized to individual needs, and resolving issues to their complete satisfaction
- Experienced using computers, Windows, MS Office (Word, Excel, PowerPoint, and Access), and email
- Empathetic, motivated and passionate about helping others, can adapt to meet needs of clients
- Dedicated employee, detail-oriented, and learns new systems quickly
- Well organized, strong communications, and math skills
- Multi-tasks efficiently, learns new systems quickly, and completes all duties on-time or ahead of deadlines
- Works well independently or in a team environment

PROFESSIONAL EXPERIENCE

06/10 – 01/22

Housekeeper

Niagara Falls Memorial Hospital, Niagara Falls, NY

- Cleaned rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and other work areas so that health standards are met.
- Carried linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Swept, scrubbed, waxed, or polished floors, using brooms, mops, or powered scrubbing and waxing machines.
- Cleaned rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners and shampooers.
- Cleaned windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Emptied wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Disinfected equipment and supplies, using germicides or steam-operated sterilizers.
- Carried linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Assigned duties to other staff and give instructions regarding work methods and routines.

03/99 – 10/06

Machine Operator / Warehouse

American Rubber, North Tonawanda, NY

- Packed and unpacked items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Provided assistance or direction to other stockroom, warehouse, or storage yard workers.
- Transferred finished products, raw materials, tools, or equipment between storage and work areas of plants and warehouses, by hand or using hand trucks or powered lift trucks.
- Packed customer purchases in bags or cartons.
- Loaded and unloaded items from machines, conveyors, and conveyances.
- Measured amounts of products, lengths of extruded articles, or weights of filled containers to ensure conformance to specifications.
- Record information, such as the number of products tested, meter readings, or dates and times of product production.
- Inspected workpieces for defects, and measured workpieces to determine accuracy of machine operation, using rules, templates, or other measuring instruments.
- Changed worn machine accessories, such as cutting tools or brushes, using hand tools.

EDUCATION and TRAINING:

High School

LaSalle High School, Niagara Falls, NY