

RESUME 699

OBJECTIVE: Highly-motivated worker to secure an position with your company utilizing my skills and knowledge in ***Janitorial*** and/or other position in ***General Labor***

SUMMARY:

- 8 years' accumulative experience in Culinary, Dish Washing, Janitorial, Maintenance, Bussing and Data Entry
- Familiar with the responsibilities and duties associated with before mentioned positions
- Multi-tasks efficiently, finishes work on time or ahead of schedule
- Dedicated worker, able to follow directions

EXPERIENCE:

Dish Washing *Niagara Falls, N.Y.*

- 3 years' accumulative experience in Dish Washing at The Top of the Fall Restaurant and Heart, Love and Soul
- Kept surroundings in sanitary condition
- Promptly communicated issues with supervisors and consults for advice

Janitorial *Niagara Falls, N.Y.*

- 8 years' experience in Janitorial at The Top of the Fall Restaurant and Heart, Love and Soul
- Cleaned and sanitized restroom fixtures and counter tops.
- Swept, moped, scrubbed and vacuumed hallways, stairs and office spaces
- Utilized a variety of floor care tools and is knowledgeable in various cleaning solutions and solvents and their safe applications
- Promptly communicated issues with supervisors and consults for advice

Maintenance *Niagara Falls, N.Y.*

- 4 years' experience in Maintenance at The Top of the Fall Restaurant and Heart, Love and Soul
- Able to fix most things, electrical or otherwise if given time and resource
- Promptly communicated issues with supervisors and consults for advice

Bussing/Serving *Niagara Falls, N.Y.*

- 6 months' accumulative experience in Bussing/Serving at The Top of the Fall Restaurant and Heart, Love and Soul
- Greeted and served upwards of 200 customers daily,
- Provided customer service skills for customer satisfaction
- Promptly communicated issues with supervisors and consults for advice

Data Entry *Niagara Falls, N.Y.*

- 6 years' experience in Data Entry

- Knowledge of Windows computers, Internet research and email, and software programs such as MS Office, PowerPoint, etc.
- Multi-tasks efficiently, learns new systems quickly, and completed all assignments on-time or ahead of schedule
- Promptly communicated issues with supervisors and consults for advice

Culinary Training Institute Dobbs Ferry, N.Y.

- 6 months training in Culinary
- Maintained and sanitized all glassware and silverware
- Swept and mopped floors, cleaned tables after each use
- Prepared and served scheduled menu items
- Graduated in 2009, 2nd of my class

EDUCATION:

Diploma, 2009

Mary McLeod Bethune High School, Dobbs Ferry, NY

REFERENCE:

- *Michelle Destefano*: Coworker at Heart, Love and Soul
+1 (716) 421 – 5987

- *Ann Marie Mozell*: Coworker at Heart, Love and Soul
+1 (716) 990 – 7520