

CONSTRUCTION & RESIDENTIAL CLEANING

Professional Summary

Detail-oriented professional with strong technical skills and the ability to learn concepts quickly.

Core Qualifications

- Detail oriented
- Planning/COORDINATING
- Team leadership
- Courteous demeanor
- Active listening skills
- Inventory control familiarity
- Engaging personality
- Excellent multi-tasker
- Fluent in Spanish
- Decision making skills
- Self-directed
- Shipping and receiving
- Safety-oriented
- Production scheduling
- Opening/closing procedures
- Dependable and reliable
- Reliable team worker
- Neat, clean and professional appearance
- Comfortable standing for long time periods
- Interior and exterior cleaning
- Restroom detailing
- Chemical cleaning
- Hardworking
- Customer-service focused
- Strong communication skills
- Manufacturing background
- Determined

Experience

Company Name January 2013 Construction & Residential Cleaning
City , State

Cleaned all construction areas to avoid hazards. Continually cleaned work areas and equipment. Polished furniture and metal fixtures. Dusted and mopped all hard surfaces. Cleaned Venetian blinds, including washing and vacuuming them. Scraped gum off of hard surfaces and carpet. Dusted furniture, walls, machines and equipment. Traveled to and from work sites in a timely manner. Moved and carried equipment and furniture. Cleaned and maintained bathrooms and showers and swept and mopped floors. Safely operated equipment such as vacuum cleaners, floor buffers and carpet machines.

Company Name May 2008 to October 2012 Store Manager
City , State

Delivered excellent customer service by greeting and assisting each customer. Addressed customer inquiries and resolved complaints.

Stocked and restocked inventory when shipments were received.

Reorganized the sales floor to meet company demands. Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts. Determined staff promotions and demotions, and terminated employees when necessary. Completed a series of training sessions to advance from Assistant Manager to Store Manager. Completed weekly schedules according to payroll policies. Maintained daily record of all transactions. Trained staff to deliver outstanding customer service. Worked closely with the district manager to formulate and build the store brand. Contributed to merchandising ideas at team sale meetings.

Company Name June 2000 to March 2008 Store Manager
City , State

With CVS i started in the warehouse shipping items to stores and worked my way up in the company.. ...Selected products for specific routes according to pick sheets. Unloaded, picked, staged and loaded products for shipping. Rotated stock by code and receiving date. Transported goods from racks, shelves and vehicles. Banded, wrapped, packaged and cleaned equipment. Packed containers and re-packed damaged containers. I then transferred to working in the stores in management position.....Delivered excellent customer service by greeting and assisting each customer. Addressed customer inquiries and resolved complaints. Stocked and restocked inventory when shipments were received. Reorganized the sales floor to meet company demands. Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts. Determined staff promotions and demotions, and terminated employees when necessary. Completed a series of training sessions to advance from Assistant Manager to Store Manager. Completed weekly schedules according to payroll policies. Trained all new managers on store procedures and policies. Trained staff to deliver outstanding customer service. Worked closely with the district manager to formulate and build the store brand. Contributed to merchandising ideas at team sale meetings.

Company Name July 1993 to July 1999 Time Keeper / Shipping / Quality Control
City , State

I put in the time for all the employees into the system and the duties performed on a daily basis...Helped achieve company goals by supporting production workers. Maintained proper stock levels on a line. Developed production tracking and quality control systems, analyzing production, quality control, maintenance and other operational reports, to detect production problems. Monitored and adjusted production processes or equipment for quality and productivity. Calibrated or adjusted equipment to ensure quality production using tools such as calipers, micrometers, height gauges, protractors and ring gauges. Started up and shut down processing equipment.

Contacted customers prior to delivery to confirm and coordinate delivery times. Unloaded cargo from truck with hand trucks and pallet jacks. Analyzed and interpreted blueprints, data and manuals to determine precise specifications. Inspected, tested and measured materials, products and installations to spec. Handled, measured and mixed chemicals following prescribed methods and testing requirements.

Education

Bristol Eastern Adult ED GED City , State

Skills

Great Customer Service

Work Well With Coworker's

Professional and friendly