

RESUME ID #107

OBJECTIVE

Highly motivated, dedicated, and results-driven professional to secure a position with your company in *Production, Warehouse, other position in Commercial Cleaning, Janitorial, or as applicable*, utilizing my skills, training, and experience

SUMMARY OF QUALIFICATIONS

- Familiar with the duties and responsibilities of performing various tasks and assignments in the production and warehouse/shipping and receiving industries, understanding the need to operate various equipment efficiently and safely, and consistently meeting and/or exceeding all daily quotas
- Trained and experienced for the commercial cleaning industry, operating auto-scrubbers and buffers, restoring floors to near original condition, and knowledgeable in the safe applications of various cleaning solutions and solvents
- Establishes rapport quickly with a diverse customer base and interacts with personnel and the public on a professional and courteous level
- Over 3 years' combined experience in sales and providing uncompromising, highest standards of customer service in restaurant, auto body, landscaping, and administrative settings, assisting customers with their product/service selections, offering intelligent solutions/options customized to individual needs, securing agreements and deposits, and resolving issues to their complete satisfaction
- Experienced operating POS systems, credit card readers and cash registers, cashing-out customers' orders, returning exact change, and maintaining balanced drawers
- Possesses excellent communications, interpersonal, organizational, detail-oriented, and problem-solving skills
- Experienced using computers, Windows, MS Office, Internet research, and email
- Multi-tasks effectively, learns new systems quickly, and completes all projects on or ahead of schedule
- Works well with little or no supervision or collaboratively in a team environment

PROFESSIONAL EXPERIENCE

- 06/2015 – Present ***Lawn Maintenance Specialist (Seasonal)***
Go Green Landscaping, Niagara Falls, NY
- Part of a dedicated 6-man crew to perform lawn maintenance and cleanup duties, contracted by Niagara County and directed to foreclosed or abandoned properties throughout the county to ensure compliance to mowing regulations
 - Operated line trimmers to edge sidewalks, etc., restoring properties back to being presentable again in the neighborhood
 - Performed cleanout's of properties, removing trash and abandoned, unclaimed items from residential homes into roll-off dumpsters
- 03/2010 – 09/2010 ***Customer Service / Cashier***
Dairy Queen, Niagara Falls, NY
- Greeted customers and took their food and ice cream orders, serving food as specified
 - Made ice cream cakes to order
 - Operated credit card readers and cash registers, returning change as needed
 - Opened and closed the ice cream shop and managed the drive-thru
 - Kept all work areas and equipment clean and sanitized
- 01/2006 – 11/2006 ***Auto Body Repair Specialist***
Art's Auto Body & Collision Shop, Niagara Falls, NY
- Shadowed several auto body technicians performing various operations in the facility
 - Assigned to detailing and cutting off damaged auto body parts, as needed
 - Installed replacement quarter panels, fenders, and bumpers, filling cracks /spaces with body filler, allowing to dry, and consequently grinding and sanding areas to create a seamless appearance before painting

EDUCATION

GED, 2008
State University of New York at Albany, Albany, NY