

# **Maria E. Morales**

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## **Relevant Skills**

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- Extensive experience in the recycling/custodian field
- Knowledge and experience utilizing cleaning equipment, chemicals and supplies used in the trade
- Experience operating commercial trash compactors
- Excellent customer service and communication skills
- Detail oriented, organized and team player
- Reliable, quick learner and motivated
- Fluent in Spanish/Speak and understand a basic English level

## **Experience**

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**07/98-10/12**

**ISS HP Recycling**

**Cupertino, CA**

### **Lead Assistant/Custodian**

- ✓ Assigned to various buildings as a custodian/recycler
- ✓ Cleaned and maintained commercial buildings and offices
- ✓ Vacuumed and cleaned rugs and carpets utilizing commercial equipment
- ✓ Dusted and cleaned cubicles and office furniture and fixtures
- ✓ Cleaned walls and windows
- ✓ Cleaned and maintained lobby areas, courtyards and patios
- ✓ Emptied and removed waste containers daily
- ✓ Delivered and restocked supplies to various buildings
- ✓ Separated recycled products: cardboard, paper, plastics, batteries, computers, TV's, ink toners and other electronic waste
- ✓ Operated commercial trash compactors
- ✓ Assisted team member with other duties as requested

**06/00-06/02**

**Tomas Kinkade Media Art**

**Morgan Hill, CA**

### **Production Media Assembler**

- ✓ Assembled paintings, pictures and other art media works
- ✓ Centered and framed media art, cleaned glass and performed final finishing touches prior to packaging
- ✓ Measured frames and cut glass accordingly, operating commercial glass cutting equipment
- ✓ Inspected and packaged final media art works

## **Education**

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**Elementary School Diploma**

**E.R.M.C School**

**San Vicente, El Salvador**