

**Maria E. Morales**

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### **Relevant Skills**

- 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

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

## **Elementary School Diploma**

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

## **San Vicente, El Salvador**