

# GUILLERMINA MONTES

Guimon95127@Hotmail.com ♦ 2155 Lanai Ave Apt 81 San Jose, CA 95122 ♦ (408) 518 - 9293

Dear who may concern:

I am writing in response to your advertisement. After reading your job description, I am confident that my skills and my passion for service to people are a perfect match for this position.

I would bring to your company a broad range of skills, including:

TEAM WORK

Communication Skills

Organizing

Quick Learner

Follow Procedures

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at (408) 518 - 9293. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

Guillermina Montes.

Enclosure,

**Objective**

To obtain a full/part time position that will enable me to use my strong experience background skills and ability to work well with people.

**Summary**

- Organizing
- Communication skills
- Prepare materials tools
- Team worker
- Driver
- Quick learner
- Follow procedures
- Languages: Spanish and Basic English

**Work History:**

08/15/2010 to Present **Taste Nutrition Services** 1296 Kiefer Rd # 607 San Jose, CA  
(650) 274- 2448

**Driver/Team Crew:**

My duties are to use carts or trays to carry and deliver foods, beverages, condiments and utensils. My Duties also include cleaning dishes and utensils, Also My Duties might also include preparing food items, such as appetizers, salads, sandwiches or soups for student children at private schools.

07/09/2007 to 08/31/2009 **Supreme Clean Incorporated** 2787 Rubino Circle San Jose, CA  
(408) 723 - 9101

**Driver/House Cleaner:**

My duties include changing bed linens, vacuuming or sweeping, mopping, dusting, wiping down glass surfaces like mirrors and windows, scrubbing showers, sinks and toilets, and in offices, Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms and other work areas so that health standards are met.

11/01/2006 to 07/02/2007 **A B M Janitorial Services** Po Box 193224 San Francisco Ca, 92119  
(415) 351- 4500

**Janitorial Services:**

My duties include vacuuming or sweeping, mopping, dusting, wiping down glass surfaces like mirrors and windows, scrubbing, sinks and toilets, and in offices, Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms and other work areas.

**Education:**

1988 Graduated: Colegio Cristobal Colon / Michoacan Mexico

**Community Services:**

04/2008 to 01/2010 **Sacred hearth Community Services** San Jose CA

**References**

Victor Rivera	Assambler	(408) 903 - 7348
Maricela Contreras	Housemaker	(408) 661 - 7381
Norma Mojica	Team Crew	(408) 380 - 9178