

Enriqueta Molina
E. Palo Alto, CA 94303
Cellular 650-544-4195
Kettyinter45@yahoo.com

SUMMARY:

- Over 10 years' hands-on experience as a custodian and janitor.
- Bilingual (English and Spanish)
- Highly skilled in janitorial and maintenance duties inside an educational environment
- Demonstrated ability to arrange furnishings and equipment for meetings, classroom activities and other events
- Proficient in maintaining supplies and equipment
- In depth knowledge of inspecting school premises to ensure all safety measures are managed effectively

EXPERIENCE:

Ross Dress for Less, Redwood City, CA

Sales Floor, 2013 – Present

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Sell tickets and other items to customers.

GoodWill Industries, Sterling, VA

Sorter, Donations, 2010 – 2012

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Keep records on the use or damage of stock or stock-handling equipment.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.

Private Home, Hempstead, NY

Housekeeper, 2000 - 2006

- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Disinfect equipment and supplies, using germicides or steam-operated sterilizers.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met.
- Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Observe precautions required to protect hotel and guest property and report damage, theft, and found articles to supervisors.
- Replenish supplies, such as drinking glasses, linens, writing supplies, and bathroom items.
- Clean rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners and shampooers.