

Audrey S. White

757 Pope Drive Apt. A ♦ Vallejo, CA 94591 ♦ (707) 208-0120 ♦ audrey_s_white@yahoo.com

EMPLOYMENT GOAL

To obtain a challenging position allowing me to utilize my prior and current experience.

HIGHLIGHTS AND QUALIFICATIONS

- Takes pride in work and achieving results
- Dependable and conscientious; accurate at detailed work
- Can be trusted to resolve conflicts diplomatically and efficiently
- Able to think independently and quickly resolve problems
- Ability to work and remain calm in stressful environments
- Innovative, quick learner; takes initiative

SKILLS

Janitorial/Housekeeping Able to Lift 50+ Pounds Knowledge of Household & Hotel Machinery Typing 45 wpm
Cash Register/Cash Handling Excellent Customer Service Scheduling Shipping/Receiving/Inventory

PROFILE OF EXPERIENCE

General Manager

- Resolved customer complaints and answered customers' questions regarding policies and procedures
- Supervised the work of office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems
- Trained and instructed employees in job duties and company policies or arranged for training to be provided
- Evaluated employees' job performance and conformance to regulations and recommended appropriate personnel action
- Reviewed records and reported pertaining to activities such as production, payroll, and shipping to verify details, monitor work activities, and evaluate performance
- Monitored sales activities to ensure that customers received satisfactory service and quality goods
- Inventoried stocked and reordered when inventory dropped to a specified level
- Enforced safety, health, and security rules

Housekeeping

- Folded and washed laundry, including keeping laundry room orderly and clean
- Performed deep and detailed room cleaning
- Created and followed thorough cleaning checklist (daily, weekly, monthly, quarterly)
- Created staff cleaning schedules
- Inventoried and organized cleaning supplies

Production Worker

- Operated conveyor belt switches
- Packed contents into shipping jugs
- Worked at various stations of the conveyor belt

EMPLOYMENT HISTORY

Production Worker	Express Professionals, Fairfield, CA	8/2012 – 8/2013
General Manager	Summit Management, Fairfield, CA	8/2005 - 1/2010
Front Desk Clerk	Comfort Suites, Vacaville, CA	11/2008 -11/2009

EDUCATION

Diploma	Vallejo Adult School, Vallejo, CA
---------	-----------------------------------