

# **Taylin Reams**

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## **Objective**

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To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

## **Experience**

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### **Chipotle                    1-Jan-2017 to Still Working Cashier**

- Take money in the form of cash, credit card, or gift card, take orders, scan items and coupons.
- Provide friendly, quality customer service to each Chipotle customer
- Work toward understanding and articulating Food With Integrity
- Follow Chipotle sanitation standards including washing cookware and utensils throughout the day
- Clean equipment as assigned, in a timely fashion according to Chipotle sanitation guideline

### **Manheim Auto Auctions                    1-May-2016 to 1-Oct-2016 Driver**

- Driving automobiles through auction.
- Parking automobiles in assigned areas.
- Possession of the ability to drive both manual and automatic transmission automobiles.
- Following directions and adhering to

### **Starbucks                    1-Sep-2015 to 31-Mar-2016 Cashier**

- Greet all customers with fast, friendly, personalized service and develop a rapport with customers by learning their names, favorite drinks and food items
- Accept cash, Ucards, Riverhawk, and bankcards for payment.
- Maintain a neat, tidy and orderly work area.
- Provide change for cash payments.
- Maintain the highest quality, consistent product standards.
- Follow all Company drink recipes and procedures.
- Verbally receive and call back customer orders in a friendly manner.
- Restock products/general cleaning duties as necessary

### **North Oak Real Estate                    1-Dec-2014 to 31-Aug-2015 Property manager**

- Maintaining a 30+ unit building.
- Collecting rent, late fee, systematic code fee, and other payments.
- Calculating account balances and administering receipts.
- Serving notices.
- Maintaining communication with property owners

- Scheduling contractor calls and visits.
- Assuring that all repairs, inspections, and other appointments take place.
- Groundskeeping and light maintenance.
- Operation of fax and copy machines as well as telephone systems.
- Extensive filing and record keeping.
- Successfully showing and leasing of vacant units.
- Maintaining a balance between property value and tenant

**NS Gift Shop            2-May-2014 to 1-Nov-2016**  
**Assistant manager**

- Customer interaction (greeting, checkout, problem solving, cash handling, providing assistance etc.)
- Managing, stocking and control of inventory.
- Hiring, training, scheduling and supervision of employees.
- Successfully placing orders, maintaining information, product purchasing, document preparation and maintaining vendor communications.
- Successfully controlling labor and budget.

### **Education**

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**Alta Loma High School - 30-Apr-2013**  
Diploma

**Los Angeles Job Corps - 1-Aug-2014**  
Office administration certificate

**Transportation Communications Union - 1-Sep-2014**  
Transportation communication certificate

### **Skills**

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Communication  
Interpersonal  
Leadership  
Decision making  
Mathematical  
Cash handling

Housekeeping Test

(3)

1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - e) All of the above
2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms. False
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. True
5. Should the following be cleaned daily or weekly? Circle one.
 

a) Floors	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly
b) Toilets and latrines	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly
c) Carpets in guest rooms	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly
d) Carpets in offices	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly
e) Soiled linen	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly
6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
  - a) Leave it for someone else to clean- up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it up immediately
  - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
  - a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?  
Report the encounter and immediately.

10. What do you do if you find Lost and Found items in a guest rooms?  
Report the lost items.

11. Describe the difference between a disinfectant and a cleaning solution?

A disinfectant is used to disinfect as well as clean. A cleaning solution cleans but doesn't get down to germs as thorough as a disinfectant would.