

Taylin Reams

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Objective

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

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

• 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

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

Communication
Interpersonal
Leadership
Decision making
Mathematical
Cash handling

Name: Taylin Reams

Score /14

Housekeeping Test

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 Daily / Weekly
b) Toilets and latrines Daily / Weekly
c) Carpets in guest rooms Daily / Weekly
d) Carpets in offices Daily / Weekly
e) Soiled linen Daily / 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.