

Nielah Dade

Perth Amboy, NJ 08861

nielahdade@gmail.com - (347)-595-1102)

Authorized to work in the US for any employer

WORK EXPERIENCE

Front Desk Clerk

Marriott - Newark, NJ - July 2014 to August 2015

Greeted and registered guest, assigned rooms to guest, determined customer payment methods, made and confirmed reservations.

Issued room keys and instructions to bellhops, kept records of room availability and guest accounts using computers.

Provided information about hotel services, features & amenities, and maintained positive guest relations.

Handled VIPs and group arrivals, maintained up-to-date knowledge of all resort amenities and special event.

Oversaw all check-ins, check-outs, room reservations, cancellations, request & changes, accepted and recorded wake-up call request.

Housekeeper

Marriott - Woodbridge, NJ - June 2013 to February 2014

Cleaned commercial establishments such as hotels rooms, hallways, lobbies, restrooms, elevators, stairways and offices, maintained storage areas and carts.

Used equipment to clean rugs, carpets, upholstered furniture and draperies, followed standards and procedures for using specific chemicals, and stored chemicals according to instructions.

Maintained laundry and laundry room, and informed supervisor when supplies are required.

Used data entry software, followed all safety and personnel rules and regulations, and used inventory management software.

EDUCATION

High School Diploma

Piscataway High School - Piscataway, NJ

2010 to 2013

SKILLS

= Good work readiness skills, data entry, event management, features, self-motivated, Microsoft windows, personnel, safety and supervisory skills, organized, listen, oral communication, positive, and friendly

Interview Note Sheet

Name: <u>Nielan Dade</u>	Interviewer: <u>Dubbie McKeen</u>
Date: <u>12/1/16</u>	Rate of Pay: <u>\$11.00 PH</u>
Position(s) Applied for: <u>Butt Server / Housekeeper</u>	Referred by: <u>Cynthia Dade</u>

Test Scores			
Server	/35	% Bartender	/30 %
Prep Cook	/15	% Barista	/10 %
Grill Cook	/40	% Cashier	/10 %
Dishwasher	/10	% Housekeeping	16 /16 100 %

Seeking
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

Currently not working -
 Mon + Tue Sat open
 Wed - Fri PM shifts: night shifts
 Sunday - AM until 530pm.

no car
 but can
 get to
 assignments

Housekeeping + Front Desk Experience
 Buffet Serving - Banquet Serving

P.O.S. Experience: Y / N details: _____

Transportation: Car _____ Public Transit _____ Carpool (Rider / Driver) license NO CAR

Regions Available to Work: North NJ _____ South NJ _____ Central NJ _____ Jersey Shore _____

Certifications (if any): TIPS _____ Serv-Safe _____ LEAD _____ Other _____ Will Submit _____

Availability: Open _____ AM only _____ PM only _____ Weekdays only _____ Weekends only _____

Details: Varies

Uniforms: Bistro _____ Black Bistro _____ Tuxedo _____ 1/2 Tuxedo _____ Black Vest _____ Long Black Tie _____
 Chef Coat _____ Chef Pants _____ Knives _____ Black Pants _____ Non-Slip Shoes _____ Bow Tie _____ Other: _____

Would you recommend this applicant for Acrobot Academy?

Conversion Candidates?

Other Languages Spoken:

Name _____

Housekeeping Test

Score 2 / **16**

1) During which of the following situation(s) should you wear gloves?

- a) When handling disinfectant solutions
- b) When cleaning patient care areas
- c) When handling soiled linens
- 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, beds, and handrails
- c) Grab bars, lights, 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.

- a) True
b) False

4) TRUE or FALSE: Dusting is most commonly used for cleaning walls, ceilings, doors, windows and furniture.

- a) True
b) False

5) Should the following be cleaned daily or weekly? Circle one.

- | | | | |
|-----------------------------|-------|---|--------|
| a) Floors | Daily | / | Weekly |
| b) Toilets and latrines | Daily | / | Weekly |
| c) Carpets in patient rooms | Daily | / | Weekly |
| d) Carpets in offices | Daily | / | Weekly |
| e) Soiled linens | Daily | / | Weekly |

6) The best way to clean the floor is:

- a) Scrubbing
- b) Dry sweeping and dusting
- c) Sweeping, mopping and dusting
- d) Wet mopping

7) What should you 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 immediately
- d) Not sure

8) The proper procedure for cleaning spills of blood and other body fluids is:

- Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
- Find the janitor on-duty and ask him to clean it up
- Grab whatever is closest and wipe up immediately, then mark "BIOHAZARD"
- Nothing

9) The appropriate cleaning schedule for a hospital is:

- a) Weekly
- b) No schedule needed
- c) Developed according to need
- d) Whatever you feel like

10) How do you use a three-compartment bucket?

clean, rise, rings

11) Describe the difference between a disinfectant and a cleaning solution: (2 points)

disinfectant is a chemical

Score 16

100%