

# 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>Meliah Dade</u>	Interviewer: <u>Dibby McSweeney</u>																																			
Date: <u>2/1/10</u>	Rate of Pay: <u>\$11.00 PHH</u>																																			
Position(s) Applied for: <u>Waitress/Buskeeper</u>	Referred by: <u>Cynthia Dade</u>																																			
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<p>Relevant Experience &amp; Summary of Strengths</p> <p>Total of _____ in Food Service</p> <p>Currently not working - Mon-Tue Sat open Wed-Fri pm shifts / night shifts Sunday - am until 5:30pm.</p> <p>Housekeeping + Front Desk Experience Buffet Serving - Banquet Serving</p> <p>no car but car get to CSS 14pm</p>																																				
<p>P.O.S. Experience: Y / N details: _____</p> <p>Transportation:</p> <table border="1"> <tr> <td>Car</td> <td>Public Transit</td> <td>Carpool ( Rider / Driver )</td> </tr> </table> <p>Regions Available to Work:</p> <table border="1"> <tr> <td>North NJ</td> <td>South NJ</td> <td>Central NJ</td> <td>Jersey Shore</td> </tr> </table> <p>Certifications:</p> <table border="1"> <tr> <td>TIPS</td> <td>Serv-Safe</td> <td>LEAD</td> <td>Other _____</td> <td>Will Submit _____</td> </tr> </table> <p>Availability:</p> <table border="1"> <tr> <td>Open</td> <td>AM only</td> <td>PM only</td> <td>Weekdays only</td> <td>Weekends only</td> </tr> </table> <p>Details: <u>Varies</u></p> <p>Uniforms:</p> <table border="1"> <tr> <td>Bistro</td> <td>Black Bistro</td> <td>Tuxedo</td> <td>1/2 Tuxedo</td> <td>Black Vest</td> <td>Long Black Tie</td> </tr> <tr> <td>Chef Coat</td> <td>Chef Pants</td> <td>Knives</td> <td>Black Pants</td> <td>Non-Slip Shoes</td> <td>Bow Tie</td> </tr> <tr> <td colspan="6">Other: _____</td> </tr> </table> <p>Would you recommend this applicant for Acrobat Academy? _____</p> <p>Other Languages Spoken: _____</p>		Car	Public Transit	Carpool ( Rider / Driver )	North NJ	South NJ	Central NJ	Jersey Shore	TIPS	Serv-Safe	LEAD	Other _____	Will Submit _____	Open	AM only	PM only	Weekdays only	Weekends only	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: _____					
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**Housekeeping Test**

d 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

c 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

b 3) TRUE or FALSE: You do not need to use a separate cloth for cleaning bathrooms.

- a) True
- b) False

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

- a) True
- b) False

d 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

c 6) The best way to clean the floor is:

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

C 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

Q 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

C 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, rinse, rinse*

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

*disinfectant is a chemical*