

Sarah Marie Mambeke

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Summary

- Over 2 years' experience in Housekeeping tasks, working in some facilities and hotel in the Republic of Gabon. Exceptional skills on planning and organizational skills, the ability to cope with problems and emergencies, and make effective decisions and numerical ability.
- One year experience as sale associate.
- One year experience as an Assembler

Core strengths include self-discipline, flexibility, adaptability, teamwork, attention to detail, and critical thinking.

Key qualifications

- Self-motivating
- ability to encourage and motivate staff.
- Conflict resolution
- Strong research skills
- Versatile
- Knowledge in Microsoft word, excel, power point

Experience and Work History

January 2016 – Now: Accutherm

Location: Hayward, CA

Assembler

- puts various parts together to make a finished product such as fans, cooling or heating products.
- Read and understand detailed schematics and blueprints
- Use hand tools or machines to assemble parts
- Conduct quality control checks
- Communicate clearly with co-workers and supervisors

January 2014 – December 2015: Walmart

Location: San Leandro, CA

Sale Associate

- Sell retail products and goods, such as equipment, clothes or car parts, etc.
- Work with customers to find what they want.

- speak in a friendly way to customers and potential customers, listening to their needs and helping communicate options for them.
- Ensure a smooth sales process and process transactions.
- Always provide a service with a smile
- speak to customers about a product's different features, and answer any questions they might have

February 2009- January 2012 – Meridian Hotel

Location: Libreville, Republic of Gabon

Housekeeper

- Documented success in maintaining guest rooms
- Competent at replenishing cleaning supplies and paper products in rest rooms
- Track record of maintaining rooms in a clean and presentable fashion
- Proven record of dusting, vacuuming and picking up garbage
- Able to give accurate and timely room service to guests
- Thorough understanding of operating cleaning equipment
- Team player who has a strong ability to motivate others and resolve conflicts
- Professional appearance and extremely friendly approach
- Ability to communicate well with managers, guests and coworkers
- Able to maintain a neat, clean and safe work area
- Excellent customer service acumen
- Cleaning rooms, lobbies and other interior and outside areas
- Always willing to assist others
- Friendly attitude towards all stakeholders

Education:

High School Diploma, graduated on June 2005.

Volunteer work

- Member of the American Red Cross
 - Member of the Gabon Red Cross organization
- Involved in promoting humanitarian principles and values, supporting and providing relief assistance in emergency situations such as calamities, accidents, disasters, and supporting local health care projects.

References

Available upon Request