

Stephanie Pena

San Jose, CA

(408) 514-7961

Spena1693@yahoo.com

OBJECTIVE: Janitor

SKILLS:

- Excellent Customer Service
- Food handlers card
- Multitasking ,carry out oral and written directions
- Basic computer/micro soft word, excel
- Knowledgeable in first aid
- Excellent communication Skill
- Knowledge of health and safety procedures

EXPERIENCE:

08/2016-10/2016 *Santa Clara County-sheriff department, San Jose, CA*
Janitor (community services)

- Stocked cleaning supplies,(replenishes supplies)
- Cleaned ,sweeps ,and mops floors ,dusts
- Maintained restrooms in a clean and sanitary condition
- Emptied waste receptacles and disposes of trash
- Cleaned and disinfects and polishes door handles
- Washed walls, doors, and inside and outside windows
- Performed other related duties as required
- Knowledgeable on the use of cleaning supplies

05/2013-09/2013 *Salvation Army, Gilroy, Ca*
Donation Representative (Volunteer)

- Coordinated back warehouse , sorted clothing , house hold products ,etc.
- Arranged shelves, dusted ,priced tagged merchandised, discard unused items
- Inventory / stocking, assisted customers in locating items

03/2011-01/2012 *Hounds on the hill, Denver, Co*
Dog care/ groomer (volunteer)

- Groomed dogs, bathed ,clipped claws , brushed
- Performed Obedience training on behavior , isolated aggressive dogs , avoid dog fights
- Scheduled feedings, followed special diets , fresh water scheduled hours
- Cleaned up toys ,cleaned cages/ floors ,yard area , food and water containers

EDUCATION: Christopher high school, Gilroy Ca - High School Diploma,