

Gloria J. Allen

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CONFIDENTIAL

SKILLS

- Detail oriented and self-motivated individual with a strong work ethic, willing to fulfill any job role or task at hand
- Strong interpersonal skills able to successfully communicate with managers and co-workers
- Knowledge of general and preventative maintenance procedures aimed at handling both buildings' and grounds' maintenance
- Flexible and open-minded and willing to learn

FUNCTIONAL AREA OF EXPERTISE

Maintenance

- Inspected drives, motors, and belts, checked fluid levels, replaced filters, or performed other maintenance actions, following checklists.
- Performed routine preventive maintenance to ensure that machines continue to run smoothly, building systems operated efficiently, or the physical condition of buildings did not deteriorate.
- Cleaned or lubricated shafts, bearings, gears, or other parts of machinery.
- Adjusted functional parts of devices or control instruments, using hand tools, levels, plumb bobs, or straightedges.
- Repaired or replaced defective equipment parts, using hand tools and power tools, and reassemble equipment.
- Monitored building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Serviced, cleaned, or supplied restrooms.
- Gathered and emptied trash.
- Cleaned building floors by sweeping, mopping, scrubbing, or vacuuming.
- Followed procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mixed water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Stripped, sealed, finished, and polished floors.

EMPLOYMENT HISTORY

Childcare

Crystal Stairs, Inc., Los Angeles, CA

Present

Caretaker

Self-Employed, Los Angeles, CA

2010-Present

Hairstylist

Self-Employed, Los Angeles, CA

2008-Present

Maintencance

Through various staffing agencies, Los Angeles, CA

2008-2016

EDUCATION AND PROFESSIONAL DEVELOPMENT

Los Angeles Southwest Community College, Los Angeles, CA

2008 – 2010

4 Semesters completed of general education

John Muir Middle School, Los Angeles, CA

Building Maintenance Certification

2000

Manual Arts High School, Los Angeles, CA

High School Diploma