

# ANTOINETTE GEORGE

Dallas, Texas 75227 • 469-554-3626 • antoinettegeorge81@mail.com

## EDUCATION

### **HIGH SCHOOL**

KIMBALL HIGH SCHOOL

Dallas, TX.

## KEY COMPETENCIES

- Monitoring
- Reading Comprehension
- Speaking
- Time Management
- Judgment and Decision Making
- Active Learning
- Equipment Selection
- Equipment Maintenance
- Active Listening
- Service Orientation
- Complex Problem Solving

## PROFESSIONAL EXPERIENCE

### **JANITORIAL CLEANER**

January 2017 - February 2017

DALLAS CONVENTION CENTER

Dallas, TX.

- Coordinate activities with other departments to ensure that services are provided in an efficient and timely manner.
- Inspect and evaluate the physical condition of facilities to determine the type of work required.

### **JANITORIAL CUSTODIAN**

March 2016 - January 2017

ROMARK LOGISTICS

Lancaster, TX.

- Perform or assist with cleaning duties as necessary.
- Coordinate activities with other departments to ensure that services are provided in an efficient and timely manner.
- Inspect and evaluate the physical condition of facilities to determine the type of work required.
- Select the most suitable cleaning materials for different types of linens, furniture, flooring, and surfaces.
- Inventory stock to ensure that supplies and equipment are available in adequate amounts.

### **JANITORIAL CLEANER**

January 2015 - December 2016

GOOTEE VENTURES INC.

Dallas, TX.

- Perform or assist with cleaning duties as necessary.
- Investigate complaints about service and equipment, and take corrective action.
- Coordinate activities with other departments to ensure that services are provided in an efficient and timely manner.
- Inspect and evaluate the physical condition of facilities to determine the type of work required.
- Select the most suitable cleaning materials for different types of linens, furniture, flooring, and surfaces.
- Instruct staff in work policies and procedures, and the use and maintenance of equipment.
- Issue supplies and equipment to workers.

## TOOLS & TECHNOLOGY

- Basic Computer Skills