

818-494-6241  
(cell)

#### OBJECTIVES

Seeking a challenging opportunity where I will be able to utilize and develop my strong organizational skills, educational background, and ability to work well with people. The ideal position will allow me to continue to grow personally and professionally.

#### ACADEMIC BACKGROUND

- Datu Abdul Elem School 1999-2000 (Mindanao, Philippines)
- A.L.N National High School 2003- 2004 (Mindanao, Philippines)
- University of Mindanao 2006- 2007

#### EXPERIENCE

- Sales Clerk:** Felcris Davao Philippines 2004 -2005  
Worked as a floor Sales Clerk providing customer service to walk-in customers. Provide an exceptional customer experience by ensuring the customer is always priority. Assist customers in all aspects of total store fulfillment. Helped to resolve customer issues as well as with questions related to products in the store. Also assisted with shelf restocking and inventory reporting.
- Cashier:** DAVAO CENTRAL WAREHOUSE CLUB Philippines 2005- 2006  
Cashier and store clerk, used POS machines to help customers check-out their purchases. Provided in-store customer service and assisted with customer's questions. Performed other customer facing, duties as necessary.
- Caregiver :** Titah Home Care Agency  
(Completed: CPR Certification, TB Test, Background Check 2016 – 2018)  
Provide optimum care to assigned patients under supervision of facility manager. Assisted primary care nurses in responsibilities.

#### SKILLS

Ability to work independently or as part of a team.  
Highly organized and efficient individual.  
Care Plan Development  
Rapport Building

Name: Annabel Beckford

Score      /14

Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - ☒ e) All of the above
2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - ☒ e) All of the above
3. True or ~~False~~: You do not need to use a separate cloth for cleaning bathrooms.
4. ☒ True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
  - ☒ a) Floors Daily/Weekly
  - b) Toilets and latrines Daily/Weekly
  - c) Carpets in guest rooms Daily/Weekly
  - d) Carpets in offices Daily/Weekly
  - ☒ e) Soiled linen Daily/Weekly
6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - ☒ d) Wet mopping
7. What should 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 up immediately
  - d) Not sure
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
9. What do you do if you encounter with bed bugs in a guest room?

Tell to the Manager so can solve the Problem or I kill it.
10. What do you do if you find Lost and Found items in a guest rooms?

Tell to The Manager
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant can killed bacteria

Cleaning is you use only cloth to clean but not can kill bacteria