

Melanie Burbage

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Skills & Highlights:

Microsoft Office Software
Computer Maintenance (PC & MAC)

General Office Maintenance
Highly Organized (No, I am serious. I love
nothing more than cleaning and organizing.)

Education:

Sanford-Brown Institute *Graduated January 2018*

Animation Technology

Graduated with the highest honors with a 3.9-4.0 GPA

Experience:

Subway *June 2010 - December 2010 Sandwich Artist*

Responsibilities: Did morning food prep involving baking bread and cookies and chopping produce. Put sandwich fixings in appropriate containers, rotating stock depending on shortage or freshness. Built sandwiches and baked them if need-be. Added cookies, chips, etc. on customer request. Ran orders through cash register, and general store cleaning.

Flextronics *October 2013 - January 2014 Assembly/Packaging*

Responsibilities: Assembly: Worked on ZTE brand phones on an assembly line. Learned Soldering, used electric screwdrivers, placed grounding strips on boards, cross-trained with others to do testing on finished phones. Packaging: Worked on a conveyor belt to scan chassis labels, Tested chassis, Formed Chassis boxes, printed labels, properly packaged chassis.

Dollar Tree *November 2014 - January 2015 Cashier*

Responsibilities: Worked the cash register, cleaned store, organized aisles, restocked shelves, helped customers find items, quell concerns, etc. Occasionally helped customers over the phone.

FWS Program *May 2015 - January 2018 Librarian Assistant*

Responsibilities: Checked in and out and renewed books, Organized books on book stacks, answered phone calls and emails for customer concerns, made sure website was current, helped customers with ids, printing, copying, helped new-to-computer- customers, fixed shredder, helped maintain and fix computers, helped fix printers, organized and maintained personal documents, helped organized funds for parties.

Dollar Tree *September 2017-March 2018 Cashier*

Responsibilities: Worked the cash register, cleaned store, organized aisles, restocked shelves, helped customers find items, quell concerns, etc. Occasionally helped customers over the phone.

Social Arts and Technical Alliance *January 2018 - Present Administrator/Payroll Manager*

Responsibilities: Create databases, manage email accounts, install and maintain computers and software, fix computers if need-be, collect timesheets from employees, run payroll, manage employee information, manage business documents such as receipts, employee files, business cloud, etc. Contact clients through email, keep up with clients. Clean office, organize office, help coworkers and clients organize their files and systems.

References:

Thomas Goodhue

Former Professor
(210) 243-1464

Dr. Ajani

Former Professor/Current Boss
(210) 367-2371

Dominica Herrera

Co-worker
(210) 835-6065

Arturo Herrera

Co-worker
(210) 393-5151

Housekeeping Test

Score 15/16

E

1) During which of the following situation(s) should you wear gloves?

- a) When handling disinfectant solutions
- b) When cleaning patient care areas
- c) When handling soiled linens
- d) When handling or disposing of waste
- ☒ e) All of the above

E

2) Which of the following should be cleaned daily?

- a) Chairs, lamps, and tables
- b) Tabletops, beds, and handrails
- c) Grab bars, lights, tops of doors and counters
- d) Floors, sinks, toilets, and latrines
- ☒ e) All of the above

B

3) TRUE or FALSE: You do not need to use a separate cloth for cleaning bathrooms.

- a) True
- ☒ b) False

A

4) TRUE or FALSE: Dusting is most commonly used for cleaning walls, ceilings, doors, windows and furniture.

- ☒ a) True
- b) False

5) Should the following be cleaned daily or weekly? Circle one.

- a) Floors Daily / Weekly
- b) Toilets and latrines Daily / Weekly
- c) Carpets in patient rooms Daily / Weekly
- d) Carpets in offices Daily / Weekly
- e) Soiled linens Daily / Weekly

d

6) The best way to clean the floor is:

- a) Scrubbing
- b) Dry sweeping and dusting
- c) Sweeping, mopping and dusting
- ☒ d) Wet mopping

C

7) What should you 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 immediately
- d) Not sure

C

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

C

9) The appropriate cleaning schedule for a hospital is:

- a) Weekly
- b) No schedule needed
- ☒ c) Developed according to need
- d) Whatever you feel like

10) How do you use a three-compartment bucket?

Refer to safety manuals or chemical instructions.

11) Describe the difference between a disinfectant and a cleaning solution:

A disinfectant is meant to sanitize an area being cleaned.
A cleaning solution is meant to do the cleaning of an area.