

Kiara Williams
(678) 251-9327
(404) 964-7109
kiaralwill@yahoo.com

Objective: To join an organization wherein I can learn, grow, and develop while contributing my skills, talents, and experience to the overall mission of the organization.

Education: Southern New Hampshire University Graduation Date: August 2017
Area of Study: Creative Writing G.P.A: 2.0

Tri-Cities High School Graduation Date: May 19, 2012
Area of Study: College Prep G.P.A: 3.20

Qualifications:

- Great customer service skills
- Competent in using computers and knowledge about the latest accounting software
- Good analytical skills and have a sharp memory
- Willingness to take on more responsibilities and the ambition to move forward in the profession
- Ability to operate well in a team and/or as an individual
- Ability to create, build, and maintain rapport with clients

Experience: Krystal
Shift Leader February 2018-Current

Able to open and close the store
Assist with running a complete shift
Ability to refund and cancel orders
Handle all cash and credit card transactions
Train oncoming cashiers
Drive Thru efficient

Walmart Distribution Center
Consolidation September 2017-January 2018

Fulfill online orders for Walmart.com
Fulfill online orders for Sams.com
Stock/Restock boxes
Housekeeping on downtime

Family Dollar
Store Associate May 2017-September 2017

Handle all chip credit/debit transactions
Handle cash transactions
Deal with customers directly
Stock/restock store
Nightly recovery

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Handled all chip credit/debit transactions
Dealt with customers directly
Worked opening and closing shifts

Krystals July 2013 – April 2015
Shift Leader East Point, Georgia

Able to open and close the store
Assist with running a complete shift
Ability to refund and cancel orders
Handle all cash and credit card transactions
Train oncoming cashiers
Drive Thru and Front counter efficient

United States Army
Enlistment Date: July 13, 2011
Ship Date: June 18, 2012
Discharge Date: September 14, 2012
92A-Automated Logistical Specialist
D.E.P (Delayed Entry Program)
Active Duty
DD-214 Form Upon Request

Six Flags Over Georgia August 2010 – October 2010
Ride Operator Austell, Georgia

Operated and informed patrons how to operate mechanical riding devices furnished by amusement parks, carnivals, or similar places of entertainment

Tests equipment daily before opening ride to patrons

May observe patrons boarding vehicle to ensure they are safely seated without being overcrowded and safety belts or bars are secure.

Turns on current to permit operation of ride by patron and turns off current after allotted time.

Wayfield Foods Inc. May 2009 – July 2010
Cashier East Point, Georgia

Balanced the cash inventory each day
Frequently opened and closed store and secured building

Name: Kiara Williams

Score 11 /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?

Flag the room and notify the Supervisor then await further instructions.
10. What do you do if you find Lost and Found items in a guest rooms?

Take them to the front desk.
11. Describe the difference between a disinfectant and a cleaning solution?

A disinfectant is more of like a clorox wipe. A Cleaning Solution would be more of actual Clorox/pinesol/etc.