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Wed 11/3 11:30 a

## Ashley Atkinson

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### PROFESSIONAL SUMMARY:

Seeking a position with a growing organization to make a positive impact on revenues, and experience long term career growth.

### CORE COMPETENCES

- Team player
- Hard-working
- Problem solver
- Goal-driven
- Proactive
- Detail-oriented
- Coordinating
- Approachable
- Great personality

### PROFESSIONAL EXPERIENCE

#### CHILDREN HEALTHCARE OF ATLANTA Atlanta , GA

- ENVIRONMENTAL SERVICES TECH 2016-2018
  - Under the direct supervision of the Environmental Services Mgr responsible for providing a clean and sanitary environment through out the Hospital complex. All work and related duties are to be performed in compliance with local and state codes.
  - Maintain the highest quality standards in the facility through effective cleaning of patient areas, offices, rest rooms, hallways and waiting areas.
  - Contributes to a positive work climate and overall team effort of the department
  - Ensure accidental or abnormal spills are properly cleaned.

#### Sunrise Living Pch. Decatur , GA

2013-2014

- HOUSEKEEPING
  - Performed collection, handling, and disposal of hazardous material in a safe manner.
  - Provided resident services in housekeeping and laundry.
  - Reported all necessary information to authority concerning this material.

- Ensured cleanliness of facility by cleaning floors, restrooms, dining room, and other areas of the building.

**UPS Doraville, GA**

- MATERIAL HANDLER** 2010-2012

- Unloaded department store shipments from trucks
- Unpacked boxes of merchandise and prepared them for display
- Recorded all incoming inventory and reported any damage goods
- Organized all marked items with identification codes
- Resolved customer complaints concerning merchandise being returned
- Pick and pack scan with RF scanner
- Manager assistant for the team

**THE FOUNTAIN VIEW CENTER ATLANTA, GA**

- SANITATION**

**2009-2010**

- Answered phones, recorded caller's name, time of call and directed calls to proper extensions
- Maintained a filing system by using alphabetical and numeric orders
- Prepared letter, memos, and reports as requested by administrators
- Copied, faxed, and distributed documents as need
- Opened, sorted, and distributed incoming mail, addressed and stamped outgoing mail

**EDUCATION**

- NEW HOPE ENTERPRISES Atlanta, GA**
- CNA
- American Red Cross

**2015**

**RONALD E. MCNAIR HIGH SCHOOL, ATLANTA GA**

**2006-2009**

- Perfect Attendance
- Principle Honor roll

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?

*Put on your PPE set a bag over the sheets in the bag  
Clean out everything then do the best you can.*

10. What do you do if you find Lost and Found items in a guest rooms?

*tell my manager ASAP so they can tell the guest*

11. Describe the difference between a disinfectant and a cleaning solution?

*Cleaning solution when you clean effect areas.  
disinfectant is bleach to clean the effect areas.*