

Vivian Jackson

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Objective

Looking to join a company that will allow me to utilize my skill and expertise in environmental services to become an asset to growing business.

Experience

Emerald Textile

Commerce California
January 2019 to present

Production Worker Aide

- ♦ Started machine, monitored operation, made adjustments as needed and stopped machine when specified amount of product had been produced.
- ♦ Studied guides, samples, charts and specification sheets and conferred with supervisor and engineering staff to determine setup requirements.
- ♦ Operated machine for test run to verify adjustments and to obtain sample of product.
- ♦ Inspected product to ensure product met specifications and to determine need for machine adjustment.

Fed Ex

Los Angeles, California
September 2017 to December 2018

Laborer

- ♦ Recorded numbers of units handled and moved, using daily production sheets and work tickets.
- ♦ Moved freight, stock and other materials to and from storage and production areas, loading docks, delivery vehicles, ships and containers, by hand and using trucks, tractors and other equipment.
- ♦ Loaded and unloaded ship cargo, using winches and other hoisting devices.
- ♦ Washed out cargo containers and storage areas.

Holiday Inn Express and Suites

San Antonio, Texas
September 2009 to August 2017
2014

Head Housekeeper

- ♦ Recommended changes that improved service and increased operational efficiency.
- ♦ Instructed staff in work policies and procedures, and the use and maintenance of equipment.
- ♦ Performed and assisted with cleaning duties as necessary.
- ♦ Recommended and arranged for additional services such as painting, repair work, renovations, and the replacement of furnishings and equipment.
- ♦ Prepared activity and personnel reports, and reports containing information such as occupancy, hours worked, facility usage, work performed, and departmental expenses.
- ♦ Coordinated activities with other departments to ensure that services were provided in an efficient and timely manner.

Bayside Landing Assistant Living

Los Angeles, California
February 2009 to August 2014

Housekeeper

- ♦ Cleaned rooms and halls in commercial establishments, such as hotels, restaurants, clubs and beauty parlors.
- ♦ Replenished supplies, such as drinking glasses and writing supplies.
- ♦ Checked wraps and rendered personal assistance to patrons.
- ♦ Moved furniture, hung drapes and rolled carpets.

San Joaquin General Hospital

Stockton, California
February 2000 to December 2008

Environmental Service

- ♦ Cleaned hospital patient rooms, baths, laboratories, offices, halls and other areas.
- ♦ Washed beds and mattresses and remade beds after dismissal of patients.
- ♦ Kept utility and storage rooms in clean and orderly condition.
- ♦ Distributed laundered articles and linens.
- ♦ Disinfected and sterilized equipment and supplies.
- ♦ Used germicides and sterilizing equipment.

Education

Locke High School
Diploma

Los Angeles
1988

References

Available upon request

Name: _____

Score 10/14

Housekeeping Test

91/100

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?

Report it to my supervisor asap
10. What do you do if you find Lost and Found items in a guest rooms?

Return it Turn it in to the Front Desk or lost
preventions
11. Describe the difference between a disinfectant and a cleaning solution?

a disinfectant you leave on for a few min
to disinfect a cleaning solution you spray
and wipe
over