

# Vivian Jackson

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Los Angeles

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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

#### Production Worker Aide

Commerce California  
January 2019 to present

- 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

#### Laborer

Los Angeles, California  
September 2017 to December 2018

- 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

#### Head Housekeeper

San Antonio, Texas

September 2009 to August 2017  
2014

- 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

#### Housekeeper

Los Angeles, California

February 2009 to August 2014

- 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

#### Environmental Service

Stockton, California

February 2000 to December 2008

- 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

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References

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Available upon request

Score 10/14

Name: GW

**Housekeeping Test**

GW

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	<u>Daily</u> / <u>Weekly</u>
b) Toilets and latrines	<u>Daily</u> / <u>Weekly</u>
c) Carpets in guest rooms	<u>Daily</u> / <u>Weekly</u>
d) Carpets in offices	<u>Daily</u> / <u>Weekly</u>
e) Soiled linen	<u>Daily</u> / <u>Weekly</u>
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 prevention
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 A dis