

# CALVIN SANFORD JR.

Professional

Los Angeles, CA

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2138422637

Executive professional proficient in dealing with all aspects of office management, including accounting, bookkeeping, customer service concerns and conflicts, and problem solving. Very detail oriented, able to handle heavy and fast pace workload.

Willing to relocate: Anywhere

Authorized to work in the US for any employer



## ----- WORK EXPERIENCE -----

### **Warehouse Clerk/Shipping & Receiving**

**Maersk, Inc.** - South Gate, CA

May 2019 to July 2019

Receive items, stock to carts and label for shipping.

Scan and receive containers as assign.

Load cargo from carts to be shipped to Walmart stores, dollar tree and family Dollar.

### **Front Desk Manager**

**Candlewood Suites** - Texas City, TX

July 2017 to January 2019

Check guest in and out

Schedule housekeeping

payment and all other accounting

### **Housekeeping Supervisor/ Front Desk**

**Red Roof Inns, Inc.** - Galveston, TX

November 2016 to December 2018

Inspect all rooms on property

Supervisor over housekeepers

Front desk guest service

### **Office Assistant**

**COLLEGE OF THE MAINLAND** - Texas City, TX

August 2015 to August 2016

Answer Phones, file papers, registration of students, assist Professors and other staff.

### **Assistant Store Manager**

**LANDMARK INDUSTRIES** - Houston, TX

October 2013 to August 2015

Schedule 10 employees, Balance daily cash of 30,000 or more, prepared deposit

- ◆ Inventory control and balanced books once a month, Bank reconciliation
- ◆ Supervised store, input daily sales and store operations daily

### **Licensed Realtor**

**Friends Apartment Locating Firm - Houston, TX**

2010 to 2014

Founder and executive officer, accounting, budgeting, created publications

- ◆ Located apartments for clients using national Real Estate Database
- ◆ Sold real estate in Texas, formed lasting business relationships with clients.

### **Bookkeeper**

**Progressive Open Door Christian Center - Houston, TX**

2009 to 2012

Recorded all financial transaction monthly and present financial Income Statements

- ◆ Issued checks for approved purchases and payroll weekly,
- ◆ Prepared yearly tax statements, balanced sheets, income statements to Trustee's

### **Administrative Assistant V**

**College of the Mainland - Texas City, TX**

February 2004 to February 2009

- ◆ Supervised and schedule course at three campus locations, including staff
- ◆ Key-holder responsible for opening and closing buildings.
- ◆ Registration for courses including receiving payment, daily deposit transmittal



## **EDUCATION**

### **Associate in Real Estate**

**Champions Real Estate School**

2009 to 2010

### **Business Accounting**

**College of the Mainland**

2003 to 2005



## **SKILLS**

- SKILLS • Excellent Organizational Skills • Strong Customer Relations Skills • Computer Proficiency • Great Communication Skills • Data Entry • Proficient in Human Resource • Telephone Answering, 12-Line System • Word Processing and Typing • 10-Key Calculator • Filing • Knowledgeable of Accounting Principles • Computer: Microsoft Word, Excel, Access, Power-point, Quick-books.. (10+ years)
- Customer Service (5 years)
- Reception (5 years)

- Guest Service (5 years)
- Front Office (5 years)
- Front Desk (5 years)
- Receptionist (3 years)
- Marketing
- Cash Handling (10+ years)
- Scheduling (4 years)
- Billing
- Microsoft Word (10+ years)
- Microsoft Office (5 years)
- Management (5 years)
- Outlook (5 years)
- Excel (5 years)
- Quickbooks (2 years)
- Administrative Assistant (10+ years)
- Payroll (3 years)
- Filing (10+ years)
- MS Office (10+ years)
- Sales (2 years)
- Warehouse Associate



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## CERTIFICATIONS AND LICENSES

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Driver's License



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	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> Weekly
b) Toilets and latrines	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> Weekly
c) Carpets in guest rooms	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> Weekly
d) Carpets in offices	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> Weekly
e) Soiled linen	<input checked="" type="checkbox"/> Daily / <input type="checkbox"/> 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?

✓ *Immediately Report to management*
10. What do you do if you find Lost and Found items in a guest rooms?

✓ *Give it to Lost & Found &*
11. Describe the difference between a disinfectant and a cleaning solution?

*Disinfectant is soft like to wipe down like door knobs, furniture  
Cleaning solution is used for more like bathrooms*



**Dishwasher Test**

Score 9/10

90%

C 1) After washing your hands, which item should be used to dry them?  
a) Clean apron  
b) Sanitized wiping cloth  
 c) Single use paper towel  
d) Common used cloth

C 2) While washing dishes by hand, which item should you wear?  
a) Cutting glove  
b) Oven Mitt  
 c) Rubber glove  
d) Nothing

D 3) When should you wash your hands?  
a) Before you start work  
b) After handling non-food items (garbage, money, cleaning chemicals)  
c) After using the restroom  
 d) All of the above

A 4) If you need to move a heavy load, you should PULL and not PUSH the object.  
 a) True  
 b) False

E 5) Which of the following could you be at risk for getting burned from?  
a) Steam from boiling pots  
b) Hot liquids (coffee, soup, tea)  
c) Hot equipment (ovens, pots, chafing dishes)  
d) Harsh chemicals  
 e) All of the above

A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.  
 a) True  
 b) False

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) When handling hot items you should?  
a) Wear rubber gloves  
b) No need to wear anything  
 c) Use an oven mitt or dry cloth towel  
d) Nothing

A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?  
 a) Rinsing  
b) Scraping  
c) Washing  
d) Sanitizing

C 10) What is the proper method for cleaning and sanitizing stationary equipment?  
a) Spray with a strong cleaning solution and wipe with a sanitized cloth  
b) Spray with a sanitizing solution, then rinse with clean water and dry  
 c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution  
d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution