

Kenisha Myles

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Authorized to work in the US for any employer

Work Experience

City Carrier Assistant

USPS - Los Angeles, CA
April 2018 to Present

As a cca my duties are to present great customer service, have knowledge of the mail, deliver the mail and parcels correctly, case my mail, and out everything in order. I am also to keep a great driving record and follow driving rules.

Housekeeper

COURTYARD BY MARROITT - Hawthorne, CA
August 2017 to April 2018

As a housekeeper I am to strip rooms , dust , make beds , clean rest rooms , vacuum, place everything where it needs to be and replace products when needed .

maintenance worker

USC - Los Angeles, CA
April 2014 to September 2017

Responsibilities

At this job I my responsibilities were to make sure my room was dust free, vacuum all areas of the floor, wipe walls that needed to be wiped, clean the windows and screens ,and also clean the restrooms replace soap dispensers and change lights. This job was temporary every summer at usc .

Accomplishments

At this job I accomplished all tasks that were thrown my way and succeeded in doing so during my time in this unit.

Skills Used

Skills that were used were strength ,good communication, and cleaning skills.

CoffeeBean tea leaf

usc - Los Angeles, CA
December 2014 to August 2017

Responsibilities

At this job I was to make sure everything was clean and sanitized, make drinks make coffee, tea, and pastries.

Accomplishments

Something I accomplished at this job was to be able to work under pressure, have great team work and customer service.

Skills Used

At this job I demonstrated a hard worker, always showed up on time, and made sure everything was done accurately.

Hospitality/janitorial worker

USC - Los Angeles, CA

April 2016 to August 2016

At this job my duties are to clean rooms kitchens rest rooms and mop floors .

Cashier/Customer Service

McDonald's - Los Angeles, CA

July 2014 to December 2014

Responsibilities

At this job I am a cashier, food runner, and cook.

Accomplishments

I gained a greater responsibility and also how to be patient, they've also trained me how to use a cash register.

Skills Used

At this job I demonstrated a hard worker, great multi tasker, and a dedicated employee

office worker

John C. Fremont High School - Los Angeles, CA

February 2012 to June 2013

Responsibilities

At this job I was a volunteer employee and I had to sign people in, make sure everything was organized, and faxing papers.

Accomplishments

At this job I learned how to use a fax machine, talk to people in a correct manner, and be a team player.

Skills Used

At this job I was eager to learn new things, and a great help to the office with keeping it organized and running smoothly.

Education

High school diploma in General studies

John C. Fremont High School - Los Angeles, CA

2009 to 2012

Skills

- Great People Skills,Great Communication skills, team player , fast paste worker (3 years)

Additional Information

Valid drivers license.

Housekeeping Test

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- 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
- 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
- True or False You do not need to use a separate cloth for cleaning bathrooms.
- True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
- 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
- The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - c) Sweeping, mopping and dusting
 - d) Wet mopping
- 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
- 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
- What do you do if you encounter with bed bugs in a guest room?
Contact manager / supervisor And let them know
- What do you do if you find Lost and Found items in a guest rooms?
Put them in a bag And get a paper And write room number And date found And turn it in And make sure supervisors managers know
- Describe the difference between a disinfectant and a cleaning solution?
Disinfectant isn't as strong as a cleaning solution. Cleaning solution would be used for floors & restrooms, disinfectant would be used for phones & remotes & door handles