

# SHACORA NICOLE WARREN



Home Residence: 6756 7<sup>th</sup> AVE. LOS ANGELES, CALIFORNIA, 90043  
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**OBJECTIVE:** To obtain a position where my skills and abilities may have valuable application.

**SKILLS:** Typing (45wpm), Proficiency in: Microsoft Word, PowerPoint, and Spreadsheet and Excel.

**ABILITIES:** Quick learner, works well with others, hard working, dependable, good listener, follows directions well, and can train/teach others.

## **WORK EXPERIENCE**

- 12/18-PRESENT**      **Extended Stay America-Housekeeper/Front Desk Receptionist**  
Duties include: Checking guest in and out of rooms, replacing room keys, accepting reservations, ensuring customer satisfaction, housekeeping, night laundry, clean all vacant and dirty rooms, polish furniture, sweep and mop floors, reporting any damages inside rooms, replacing guest amenities, folding linens, sorting through damaged items, stocking housekeeping rooms with sufficient clean linens and cleaning supplies, and setting up breakfast station.
- 06/16-01/19**      **Wal-Mart-Cashier/Customer Relations Clerk**  
Duties included: Cashiering, taking inventory, replacing low stock items, and customer service support.
- 03/16-09/18**      **Extended Stay America-Housekeeper**  
Duties included: Housekeeping, night laundry, clean all vacant and dirty rooms, polish furniture, sweep and mop floors, reporting any damages inside rooms, replacing guest amenities, folding linens, sorting through damaged items, stock housekeeping rooms with sufficient clean linens and cleaning supplies, and setting up breakfast station.
- 06/15-03/16**      **Gate Gourmet-Airline Food Preparer/Assembler**  
Duties included: Preparing food for airline flights, following guides as depicted on pictures, setting up trays to be put on carts, adapting to last minute flight changes, efficiently communicating with management and flight coordinators regarding flight schedules.
- 02/13-03/15**      **A Mother's Touch Daycare- Childcare Assistant**  
Duties included: Ensuring the safety of the children, assist in recreation, and lead in early academic curriculum, prepare meals, keep parents updated about the progress of their child.
- 10/13-12-13**      **JCPenny-Customer Service (seasonal)**  
Duties included: Providing great customer service, locating items for customers, cashiering, soliciting credit, and store recovery
- 10/12-06/15**      **St Augustine Missionary Baptist Church- Usher (Volunteer work)**  
Duties included: Escorting people to their seat, standing guard in the aisles and doors, collect offering, deliver messages, and assist the elderly
- 11/12-11/12**      **Victoria's Secret- Sales Associate (seasonal)**  
Duties included: Help promote sales, put back items that were not purchased, replenish shelves, keep items neat and presentable
- 03/12-02/13**      **Granny Riley's Family Childcare**  
Duties included: Assist in recreation, early academic curriculum, potty training, and volunteer work.

## **EDUCATION**

**01/13- 05/14**            **Marinello School Of Beauty**  
Inglewood, California  
Cosmetology/Barbering/Manicuring/Esthetics

**08/12-01/13**            **El Camino Compton Center**  
Compton, California  
General Education

**09/10-12/11**            **Cal State University Northridge**  
Northridge, California  
Major: FCS/Apparel Design/Production

**08/07-06/10**            **Animo South Los Angeles Charter High School**  
Los Angeles, California  
General Education-Graduated 06/10

## **AWARDS/ACCOMPLISHMENTS**

**05/2014**                Cosmetology License Received from Board of Barbering & Cosmetology

**05/2014**                Marinello School of Beauty Graduate

**02/2013-11/13**        Perfect Attendance for Marinello Schools of Beauty

**10/2013**                Student of the Month for Marinello Schools of Beauty

**08/2013**                Student of the Month for Marinello Schools of Beauty

**02/2013**                Student of the Month for Marinello Schools of Beauty

**07/15/07-07/21/07**    Participated in the 2007 Summer Leadership Program at USC

**REFERENCES AVAILABLE UPON REQUEST**

Name: Shavara Warren

Score 11 / 14

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?  
\* Alert Maintenance or front desk and then  
~~I remove all the bedding from the bed~~
10. What do you do if you find Lost and Found Items in a guest rooms?  
Put it in a bag with name of item  
and room number and date
11. Describe the difference between a disinfectant and a cleaning solution?

a cleaning solution is used to clean  
whats on the surface and a disinfectant is  
used to deep clean underlying issues of an  
area or spill KILLS GERMS

