

# Christina Mendez

## **291 Sherman Ave**

Newark, NJ 07114

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+1 908 937 4389

Authorized to work in the US for any employer

## Work Experience

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### **Janitor Supervisor**

Dotcom Distribution - Edison, NJ

March 2015 to Present

General cleaning maintenance, dusting, carpet cleaning, bathroom cleaning and provide training for new employees and teach proper safety training to new employees. Make a daily to do list for employees. Show proper usage of cleaning machinery, order cleaning supplies and make schedules for every week for all employees. I also run errands and deliveries of merchandise for head secretary of the building when asked.

### **Concierge/Housekeeper**

Brandywine Senior Living - Livingston, NJ

August 2018 to February 2019

Assist residents with any help or questions concerning there living.  
Answer phones take message for staff greet customers when entering building organize mail for residents and staff Also clean bathrooms, resident's rooms, clean kitchen area, clean lobby dust offices, hallways, vacuum, clean dining area and clean elevators.

### **Asst. Manager**

Dollar General - Roselle, NJ

August 2010 to April 2015

Perform Credit, debit and cash transactions.  
Supervise cashiers.  
Balance cashier registers.  
Do voids, returns and damages.  
Use scanning unit.  
Receive truck and stock out truck  
Daily deposits and daily runs to the bank for change.  
Approve payroll.  
Make weekly projects to get done.  
Keep store neat and clean always.  
Greet and welcome customers always.  
Train all workers on a great level for our company.

### **Head Cashier**

Rite Aid Pharmacy - Elizabeth, NJ

October 2004 to August 2010

Perform credit, debit and cash transactions.  
Do returns, damages and voids.  
Help out cashiers as needed.  
Keep cashier areas always clean.  
Face store 100% and keep store neat.

## Education

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### **Dipolma in High School**

Academy of St Aloysius - Jersey City, NJ  
September 2000 to June 2004

## Skills

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- Front Desk (1 year)
- Guest Service (10+ years)
- Customer Service (10+ years)
- management (7 years)
- retail sales (10+ years)
- customer service skills (10+ years)
- cash handling (10+ years)
- Receptionist (1 year)
- Training (5 years)
- Sales (2 years)
- Cleaning (8 years)
- Housekeeping (8 years)
- Warehouse (5 years)
- Janitorial (6 years)
- Communications (1 year)
- Custodial Experience
- Commercial Cleaning
- Supervising experience

## Certifications and Licenses

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**driver's license**