

CECILY MELTON

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 Maricopa, AZ 85138

PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level [\[Job Title\]](#) position. Ready to help team achieve company goals.

SKILLS

- Dusting Furniture
- Electrical Equipment
- Patron Satisfaction
- Providing Feedback
- Hazardous Chemicals
- Vacuuming and Sweeping
- Inventory Restocking
- Folding Clean Laundry
- Cleaning Bathrooms
- Stocking Bathrooms

EDUCATION

Washington High School
City Of Los Angeles, CA • 05/1996

GED

WORK HISTORY

Hilton Garden Inn Hotel - Housekeeping Room Attendant
Chandler, AZ • 09/2022 - 09/2023

- Engaged with guests on room requirements and amenities to promote overall satisfaction.
- Replaced used towels and other bathroom amenities such as shampoo, paper towels, and soap.
- Removed bed sheets and towels from rooms and pre-treated stains to maintain and restore linen condition.
- Completed pre-cleaning duties by setting up cleaning carts with fresh linens, cleaning supplies, and requested guest supplies.
- Slid beds, sofas, and other furniture aside to wipe down baseboards and remove dust and dirt from hard-to-reach areas.
- Responded to requests from patrons for linens and toiletries.
- Disposed of trash and recyclables each day to avoid waste buildup.
- Operated wet-vacuums, buffing machines, vacuums and upholstery cleaners to clean rugs, carpets, and upholstered furniture.
- Changed bed linens and collected soiled linens for cleaning.

WinCo Foods - Cashier/Meat Department Clerk
Chandler, AZ • 07/2021 - 08/2023

- Followed proper safety, handling and cross-contamination procedures.
- Wrapped, weighed and filled product with efficiency to manage high volume of customers.
- Restocked products based on available inventories and customer demands.
- Unloaded merchandise and stocked cases with new merchandise.
- Maintained excellent levels of food safety by frequently checking product dates and temperatures.
- Completed inventory counts, reordered stock, and removed expired items from supply.
- Consulted with customers to discuss available meats, different cuts and quality options.
- Operated saws and slicers to cut meat, using safety protocols and procedures to avoid accidents.
- Kept meat cases fully stocked, clean and properly labeled to allow

customers to find products quickly.

- Used proper sanitation and food safety techniques to prevent food contamination and illness.
- Gained knowledge of different meats to answer customer questions and suggest best cuts for various dishes.
- Assisted customers with special requests to meet needs and make shopping experiences more pleasant.

Circle K - Cashier Team Lead

Phoenix, AZ • 01/2020 - 05/2021

- Communicated with customers and team members to solve problems.
- Worked extra shifts during busy periods and covered for call-in employees to maintain service levels.
- Assisted customers by answering questions and fulfilling requests.
- Processed both cash and card purchases and returns.
- Received and processed customer payments.
- Restocked and organized merchandise in front lanes.
- Quickly and accurately counted drawers at start and end of each shift.
- Trained team members on cash register operation and cash handling.
- Operated POS cash register and equipment to collect payments.
- Led opening and closing procedures and conducted cashier drops, cash control and vault monitoring.
- Maintained stock to meet expected customer demand.
- Performed cash, card and check transactions to complete customer purchases.