

Lorraine Nue

#1

4 pages

From: Steven Brown <stelibro@yahoo.com>
Sent: Tuesday, July 14, 2015 9:39 PM
To: Church Office
Subject: Employment
Attachments: Steven Brown resume.doc

Hello, my name is Steven L Brown. I've attached my resume for your review. I am a professional custodian. I've worked my way to the management level. I am currently working as an Assistant Project Manager for Chimes DC. Chimes is an organization, based in Baltimore, MD, that supports, hire, train, and employ people with disabilities.

I am the Night Manager (APM) M-F, 2:30-11PM on a Federal Cleaning Contract at the United States Commerce Department, located at 1401 Constitution Ave NW. Washington, DC 20230.

I am seeking a comparable or greater salary with greater health insurance, daytime hours, sick leave, and vacation accrual. I am currently earning \$48,000.00 per year.

I am a Christian, single, sober, dependable, and I have a vehicle to drive to and from work. I am willing to flex for events, weekends, etc.

Please contact me if interested.

Thank you,

Steven Lindsey Brown

Office- (202) 482-2548

Office Mobile- (202) 409-4666

Personal Mobile - (202) 910-4174

stelibro@yahoo.com

sbrown@chimes.org

Steven Lindsey Brown
3023 Massachusetts Ave. SE #3
Washington, DC 20019-1153
Mobile (202) 910-4174
Work (202) 482-2548
Work Fax- (202) 216-8973
Stelibro@yahoo.com
Sbrown@chimes.org

EXPERIENCE:

Chimes DC

US Dept of Commerce - 1401 Constitution Ave N.W; SuiteB624 Washington DC, 20230
Assistant Project Manager
July 2013-Present

Night Manager – Assists in hiring, evaluating, and supervising 30 employees/2 supervisors and 28 custodians/housekeepers for this federal government commercial cleaning contract.

- Manages all staff, disabled and non-disabled, to ensure job completion.
- Assists in overseeing the day-to-day operation of assigned contract.
- Trains supervisors to perform to contract specifications.
- Conduct nightly inspections

Chimes DC

Library of Congress
101 Independence Ave SE Washington DC 20540
Quality Control Manager
Oct 2011-July 2014

Conduct and log daily cleaning inspections throughout the entire LOC campus, the Thomas Jefferson, John Adams, and James Madison buildings, interiors and exteriors. Using a hand held electronic device to inspect designated areas such as corridors, stairwells, security kiosks, offices, restrooms, reading, room, book stacks, etc., and report and make sure that any deficiencies are corrected in an expedient fashion. Report deficiencies to the PM, APM, and supervisors. Assist in properly training disabled and non disabled employees.

Corcoran Gallery of Art; College of Art & Design
500 Seventeenth St. NW Wash. DC

Director of Custodial Services-June 2008 – October 2011- 3rd Shift – 12-8AM
-Supervised the cleaning of the museum and college, 4 custodians, and overseeing three sites. Inventory and order supplies as needed - balance the budget with help of Ops Mgr.
-Daily/nightly full service cleaning of the galleries, classrooms, public spaces, including restrooms. Orchestrate and schedule cleaning of the galleries before and after art exhibits and installations. Interact with museum director, art curators, college professors, students, staff, and security when necessary.
-Post event clean-up
-Monitor the cleaning of satellite sites; Georgetown Campus & Randall School purchase.

Suite Services Inc.,
1748 Kalorama Rd NW Washington DC
Custodial Field Supervisor March 2005 – June 2008
Coordinate and implement the fulfillment of service requests. Designate and transport workers, supplies, and equipment to commercial and residential work sites. Supervise workers to ensure professional execution, quality assurance, and productivity according to company standards. I was assigned to all of the “boutique” and “high end” properties to provide personable and detailed attention. Troubleshoot problems and complaints, and reported suspicious activity to condo associations, and property managers when necessary.

Ritz Carlton- Georgetown Hotel & Residences

Washington DC –October 2003 - March 2005

Engineer Dept team player.

- Conducted daily interior and exterior light bulb runs, replacing bulbs, repairing light fixtures and wiring when necessary.
- Conducted daily HVAC readings throughout facilities.
- Maintained property and furnishings
- Repaired furniture, equipment, electronics, etc.
- Light plumbing, snow removal, and other duties upon request
- Assist retail tenants and residents upon request.

Baker Georgetown (Baker, Knapp, and Tubbs)

3330 M St NW Washington DC

Maintenance Associate – January 2001 – October 2003

- Sole maintenance provider for the 2600 square feet premium retail store, Baker Furniture Company’s flagship store consisted of 5 high profile showrooms, each showcasing an array of high end furnishings and accessories.
- Daily cleaning of showrooms, storage areas, and the basement retail outlet.
- Shipping & receiving
- Assisted Visual Display Coordinator – proper placement of furnishings and accessories throughout store. Mounted mirrors, wall art, chandeliers, wall sconces, displays, exhibits, etc.
- Assisted Sales Associates, customers, and vendors.
- Posted event, seasonal, and promotional sale banners throughout store
- Conducted inventory and organized stock.
- Recruited (through temp agency) and supervised temporary help.

EDUCATION:

University of the District of Columbia
Communicative Arts Dept/Journalism

SKILLS:

PC, power tools, excellent verbal and writing skills, Copiers, fax, Floor buffers, Carpet cleaning extractors, Steam Cleaners, Equipment repair, Snow Blowers, Leaf blowers

REFERENCES:

Upon request

Lorraine Nue

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4 pages

From: Thomas Williams <twillia@wau.edu>
Sent: Monday, July 13, 2015 5:19 PM
To: Church Office
Subject: Resume
Attachments: Thomas-Williams (3)paintingresume2015.pdf

To Whom It May Concern:

Are you tired of hoping to find something different in an employee? Someone who is more concerned in what he can do for the company than what the company can do for him? Someone who is self motivated instead of someone who waits to be motivated. How about someone willing to work instead of putting in time?

Well here I am, willing to meet and surpass your challenges. I feel I can be a valuable asset to your team and be a contributing factor in meeting your company's goals. Below is a summary of some of my credentials:

- Over fifteen year's customer service experience
- Over 10 years' of supervision
- Over twenty years painting and power washing experience
- Knowledgeable in Windows XP, Excel, MS Office, Lotus, and Power Point
- Excellent written and oral communication skills
- Strong organizational skills
- Ability to Prioritize & multitask
- Team player and Leader
- Self-starter and Finisher

Frankly, all I need to prove my abilities is the opportunity to meet with you. So if I seem to represent something different in an employee, please contact me via phone or email so that we can sit and talk. I look forward to hearing from you.

Resume is attached

Respectfully,

Thomas Williams

Mr. Thomas Williams

Enclosure

--
Thomas Williams III
240-486-5231

Thomas Williams

Takoma Park, MD 20912
twillia@wau.edu - (240) 486-5231

A dedicated and enthusiastic manager, able to motivate teams to perform at their best in providing excellent service and developing ongoing, profitable client relationships. A skilled communicator; able to maintain cultural sensitivity, establish rapport with members of diverse groups, and promote team cohesiveness. Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity. Decisive, efficient team approach; outstanding communication skills.
Authorized to work in the US for any employer

WORK EXPERIENCE

Office Manager/ IT

Washington Adventist University - Takoma Park, MD - June 2011 to June 2014

Helpdesk/IT

Log and track incoming calls, also assist students and faculty through web-based chats on Windows 7 desktop system.

Create, respond to, escalate, and close tickets. Track all outstanding tickets, working to ensure any problems are resolved in a timely manner.

Provided support using Remote Desktop on WAU workstations.

Exceled in asking probing questions and researching, analyzing and rectifying problems.

Painter/Foreman

All Painter and Power washing - Millersville, MD - May 2002 to March 2008

Responsibilities

All Painting and Power washing, Millersville, MD, May 2002- March 2008, Painter, Supervisor
Knowledge of painting and power washing principles, practices and techniques.

Supervise teams' preparation, patching, finishing, and maintaining of all surfaces by recognized procedures and techniques of the painting and power washing trade.

Assign work to employees, based on material or worker requirements of specific jobs.

Visit potential customers and give estimates for the job

Train workers in painting methods, operation of equipment, safety procedures, or company policies.

Accomplishments

Number one referred team in 2006, 2007, and 2008

Skills Used

Leadership and team work

Collections Specialist

NCO Financial - Woodlawn, MD - July 2000 to March 2002

Collection of personal debt using various legalized methods

Computer usage for skip tracing to locate customers and potential whereabouts

Communicate with customers and others in a professional manner to obtain

Outstanding funds.

Activities Coordinator

Active Day - Baltimore, MD - November 1997 to July 2000

Set up activities and assist in breaking them down

Maintain and order sufficient activities supplies

Document related activities information

Develop calendar for activities

Assess patron needs in terms of programs and activities and strive to fulfill them

Keep abreast with new developments so as to be able to develop new ideas

Supervisor/Manager

LB&B - Baltimore, MD - May 1994 to September 1997

Trained staff by giving demonstration of cleaning acts

Evaluated custodial staff and created schedules

Followed and read all regulations regarding sanitation and safety.

(240) 486-5231 twillia@wau.edu

EDUCATION

MPA in Public Administration 3.6 GPA

Washington Adventist University - Takoma Park, MD

2014 to 2016

**BS in Organizational Management with Minor in Business Administration GPA 3.43
Major 3.87 Phi Eta Sigma**

Washington Adventist University - Takoma Park, MD

2011 to 2014

SKILLS

Leadership skills, Management skills, Interpersonal skills, Innovation and creativity, Resilience, Technical/specialist skills, IT skills, Sales/marketing skills, Client management skills

ADDITIONAL INFORMATION

Skilled in building excellent rapport with clients and team members. Able to see the big picture, delegate effectively and motivate team members to achieve on-time project completion.

Detail-oriented professional with 15 years of successful experience in customer service and support with recognized strengths in diagnosing, troubleshooting and resolving client issues with hardware maintenance, installations and upgrades. Solid computer skills using both IBM and Mac systems. Possess excellent interpersonal, analytical, and organizational skills. Excellent written and oral communication skills

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From: edward males <malesedwardiii@gmail.com>
Sent: Sunday, July 12, 2015 2:57 PM
To: Church Office
Subject: Building and ground supervisor
Attachments: COVER LETTER.docx; WILLIAM E. MALES.docx

Please accept my resume and cover letter for the position listed above. Though I worked for Rock Creek Cem. in the past; it was so long ago that I can't remember the date. However, I was at Mt Olivet Cem. for 6 years and some months(April 1997-July 2003).

COVER LETTER Thank you for allowing me to apply for the position **Building and Ground Supervisor**

I am qualified in all phases of the position as stated in my resume and have had experience as a Supervisor/Team Leader at my position at Riderwood. However, not included in my resume, is the fact that I have experience in the cemetery field. Not only did I previously work for Rock Creek Cemetery, but also for Mt Olivet Cemetery in NE DC. I started out as a seasonal grounds person and through learning everything that I could, I elevated to foreman. I can layout graves, set stones, put in markers, operate most equipment, have organizational skills, great for troubleshooting when problems arise. I am a very quick learner and an out of the box thinker who has no trouble figuring out what needs to be figured out. I am mechanically inclined and have done major repairs on the many problems that we encounter in life that need fixing.

I would be an asset to your company and can share my knowledge and learn in the process. I am starting my life brand new and would appreciate an opportunity to grow with your company. I am hopeful that I will be considered for an opportunity to show you my talents.

Sincerely,

William Males(Let this serve as my signature)

Lorraine Nue

From: malesedwardiii@gmail.com <jobs@washingtonpost.com>
Sent: Tuesday, July 14, 2015 2:53 PM
To: Church Office
Subject: Application submitted from Washington Post Jobs by william males for Buildings & Ground Supervisor - Status: Emailed
Attachments: WILLIAM E. MALES.docx

The following application has been submitted from Washington Post Jobs

Candidate name: william males
Candidate email: malesedwardiii@gmail.com

Job title: Buildings & Ground Supervisor
Job link: <https://jobs.washingtonpost.com/job/36010482/buildings-and-ground-supervisor/>
Employer: St. Paul's Episcopal Church
Application date: 7/14/2015
Resume file: WILLIAM E. MALES.docx

Other information:
Cover Letter : Good Day,

I am William and am an experience cemetery worker. I have worked at both Rock Creek and Mt Olivet Cemeteries in the District of Columbia. At Mt Olivet from 1998 to 2003, I started as a seasonal grass cutter and worked my way up to foreman. I learned quick and taught myself to read maps. I laid out graves, placed markers, set stones, and operated various kinds of equipment. I was a good leader to my crew and took pride in the things that I was able to accomplish. I am looking forward to interviewing for this position. Thank you, William males

The Washington Post, 1150 15th St. NW, Washington, DC 20071

WILLIAM E. MALES
1501 Park Rd NW #207
WASHINGTON, DC 20002
(202) 264-0226 malesedwardiii@gmail.com

OBJECTIVE: To obtain a managerial position that utilizes my supervisory and team leader experience in group worker settings.

EXPERIENCE:

Riderwood Village – (Erickson Comm.) Silver Spring, MD 02/2005-09/2012
Housekeeping Team Leader/Supervisor

- Managed staff of 50+ housekeepers
- Coordinated housekeeping activities
- Managed housekeeping supply inventory
- Liaison between day and night shift housekeeping personnel to provide substitutions for employees who weren't able to cover their shifts
- Responsible for event set-ups

Contemporary Service Corp. Bowie, MD 04/1997-09/2006

Event Staff/Crowd Control

- Assisted with crowd control at various entertainment venues
- Preformed wand search; bag search, and pat downs
- Provided protection for performers and their equipment
- Enforced entertainment venue polices

Acrolink Transport Dulles Airport, VA 12/2003-11/2004
Ground Maintenance Supervisor

- Performed horticultural tasks
- Performed snow and ice removal
- Operated sweeper and snow plow
- Supervised a crew of five workers

EDUCATION:

TESST College of Technology Beltsville, MD 06/2006
Associates Degree Criminal Justice

Theodore Roosevelt High School Washington, DC 06/1967
Diploma

Lorraine Nue

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From: shayson415@aol.com <jobs@washingtonpost.com>
Sent: Sunday, July 12, 2015 1:19 PM
To: Church Office
Subject: Application submitted from Washington Post Jobs by Samuel Hyson for Buildings & Ground Supervisor - Status: Emailed
Attachments: samuel-s-resume-5.rtf

The following application has been submitted from Washington Post Jobs

Candidate name: Samuel Hyson
Candidate email: shayson415@aol.com

Job title: Buildings & Ground Supervisor
Job link: <https://jobs.washingtonpost.com/job/36010482/buildings-and-ground-supervisor/>
Employer: St. Paul's Episcopal Church
Application date: 7/12/2015
Resume file: samuel-s-resume-5.rtf

Other information:
Cover Letter : Dear HR
I have 20 years of Custodial Experience

The Washington Post, 1150 15th St. NW, Washington, DC 20071

Arlington Va 22206

Phone-703-486-0223

shayson415@aol.com

EDUCATION- BACHELOR OF ART IN BUSINESS MANAGEMENT

STRAYER COLLEGE WASHINGTON DC-1973-1977

PROFESSIONAL

EXPERIENCE

Responsibilities include office management services, conferencing scheduling; office equipment and property inventory management; general office maintenance/repairs and personnel and office furniture relocation scheduling and coordination; office equipment management services, front desk reception, telecommunications support services. Additional capabilities shall include mailroom services And Copying Dept.

Team building and staff development,office systems design

Budget development and monitoring,space planning and staff moves

Policy development work management

Computer

Skills Excel access word powerpoint

Company XeroX Corp. June -1987 to June-2010

7900 Westpark Dr Mclean Va 22102

Manager Name Marsha Burgess-703-926-4414

Duties Perform : Building service such as mechanical lighting Heating custodionplumbing security mail service and prodution service and reception services office furniture relocation.and general offices maintenance.

Lorraine Nue

From: Samuel Hyson <shayson415@aol.com>
Sent: Wednesday, July 01, 2015 4:20 PM
To: Church Office
Subject: Custodial Services Supervisor

Samuel E Hayson
3400 S 25th St Arlington Va
Phone 703-486-0223
Strayer College BA Business Management
Xerox Corp-Building services manager-1993-2013
shayson415@aol.com
Custodial management experience 20 year
Computer Skill Excel Access Word Powerpoint Outlook
Responsibilities

Ensure safe operating practices are enforced through effective management and training and budget review.
Develops and implements goals, procedures, and work standards for custodian activities.

- * Participates in the development of, and monitors the assigned budget.
- * Plans, schedules, assigns, reviews, and directs the work of staff engaged in custodial activities.
- * Confers with administrators and staff regarding custodial activities or problems.
- * Participates in the hiring of custodial staff.
- * Trains staff in work procedures and safety procedures related to custodial duties and in the operation and use of equipment and supplies.
- * Submits purchase requests for supplies and equipment for custodial activities; ensures adequate supply inventories
- * Interprets drawings, diagrams, specifications and blueprints as required.
- * Inspects work sites, work in progress and work completed.
- * Ensures conformity with the scope of work.
- * Ensures safe work practices and procedures are followed.
- * Inspects subcontract work (elevated work) for conformity with specifications.
- * Responds to questions and complaints and works to ensure satisfactory resolution.
- * Prepares and maintains a variety of reports and records.
- * Prepares periodic and special reports of custodial activities.
- * Recommends and implements improved work methods and procedures.

Dear HR
I have 20 year of Custodial and ground Management Experience

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COVER LETTER:

TO; Cemetery (Wash Post)
Buildings & Grounds - Supervisor
church office@st pauls rock
creek.org.
FROM; Mr. THOMAS E. HENSON III

Worked on the same job over 30 yrs. title
Working Custodian Supervisor - at Howard
University. On weekends was respond able for
Grounds/pulling outside trash and sweeping in
front of all buildings. And, supervise cleaning,
stocking of restrooms-plus, trash removal of open
buildings.

Have worked in Blackburn ctr. on HU. Campus
dealing with event set-ups and break-downs
including cleaning restocking and trash removal.

I ordered supplies 8 buildings and did 16 time
sheets for employees. Was respond able for
employee safety training? And, employee
customer service training.



202-399-2255

RESUME:

Thomas E. Henson III
804 Taylor st.,NE. apt.#5
Washington DC. 20017
Cell ;(202)487-0545
THenson755@gmail.com

Management Safety Training

Work Experience;H.U. from September 29, 1974 to January 1, 2015

SKILLS:

- Worked over 35 years as a Working Custodian Supervisor.
- Have used or worked with, all custodian/janitorial equipment.
- Supervised, trained and did time sheets for 16 employees.
- Worked in all types of job settings.
- Communicate with staff and clients well.
- Ability to lift over 50 pounds.
- Ordered supplies for 9 buildings.
- Reliable, energetic and able to multi-task.

Professional Experience: Working Custodian Supervisor

- Tile floor care – strip and wax / dust mop, wet mop and clean corners/edges.
- Carpet cleaning – vacuuming, shampoo or extract.
- Restroom cleaning – stocking, and trash removal.
- Office cleaning – high/low dusting and glass cleaning.
- Set-ups and break downs for events.
- Knowledge of chemical cleaners.

Professional Development and Leadership Academy – H.U.

- Legal and Fair Management of Employees
- Sexual Harassment Training Session
- Ecolab – Q C Chemicals
- Valuing Diversity
- Change Management
- Managing Grief and Loss
- Conflict Negotiation and Resolution
- Time Management
- Stress Management
- Defensive Driving Course 4
- Dr. Livingston's Time Management Tips for Better Health
- Physical Facilities Management Safety Training

RESUME:

Thomas E. Henson III
804 Taylor st.,NE. apt.#5
Washington DC. 20017
Cell ;(202)487-0545
THenson755@gmail.com

- **Stress Management**
- **Defensive Driving Course 4**
- **Dr. Livingston's Time Management Tips for Better Health**
- **Physical Facilities Management Safety Training**

Work Experience;H.U. from September 29, 1974 thru. January 1,2015.

Education ; Graduated in 1975 at W. Wilson – Washington DC.

Date of Request 05-28-15	METROPOLITAN POLICE DEPARTMENT Washington, D. C. CRIMINAL HISTORY REQUEST		Social Security No. 577-76-6771
Request Record of: (Last, First, Middle Name) Mr. Henson III, Thomas Edward		Purpose of Request (check one)	
Address 804 Taylor St., N.E. apt. #5		<input type="checkbox"/> Law Enforcement Purposes (not for employment)	
Sex Male	Race Black	Birthdate 07-13-55	Place of Birth Washington, D.C.
Requesting Agency		Call Back Number	
Signature of Agent		Badge No.	
IDENTIFICATION AND RECORDS DIVISION USE ONLY-(Check if applicable)			
<input type="checkbox"/> SUBJECT UNDER ARREST		<input type="checkbox"/> CORRECT COLOR CODE	
Request Received by	Date and Time Received	Date and Time Returned	
D.C. CODE § 2.1401.65 IS QUOTED HERE FOR YOUR INFORMATION			

It shall be an unlawful practice, punishable by a fine of not more than three-hundred dollars (\$300.) or imprisonment for not more than ten (10) days, or both, for any person to require the production of an arrest record or any copy, extract, or statement thereof, at the monetary expense of any individual to whom such record may relate. Such "arrest records" shall contain only listings of convictions and forfeitures of collateral that have occurred within ten (10) years of the time at which such record is requested. (Dec. 13, 1977, D.C. Law 2-38, Title II, §266, 24 DCR 6038).

I hereby authorize the release of my adult arrest record revealing convictions and forfeitures within the past ten (10) years.

Dawn *5/28/15*

Signature

05-28-15
Date

RESULTS OF CRIMINAL HISTORY FILE SEARCH	
TO: Criminal History Users	
<input type="checkbox"/> Name Search <input type="checkbox"/> Fingerprint Search This request concerns information whose collection, dissemination, and use are conditioned and restricted by applicable federal and District of Columbia statutes, and policy of the Metropolitan Police Department. Continued assistance from this department is conditioned upon your strict adherence to these regulations.	

WARNING TO APPLYING AGENCIES: The Metropolitan Police Department does not guarantee either the accuracy of the record or that the individual whose record is furnished is actually the same individual whose record was requested. To obtain accuracy, the record of the Court involved should be examined. Positive identification can only be determined by comparable fingerprints. Records of arrests obtained from the Metropolitan Police Department as detailed on this form are for convictions and forfeitures for the past 10 years prior to the date of request of this record, exclusive of periods of imprisonment, if any. This record does not reflect any cases which may be currently pending before the Courts or cases where convictions have been set aside pending appeals.

Date of Arrest	Charge(s)	CHIEF OF POLICE Disposition
Metropolitan Police Department Name File No Arrest Record Found MAY 28 2015 Washington DC		
Documents Released: <input type="checkbox"/> Criminal History Record <input type="checkbox"/> Prosecution Report <input type="checkbox"/> Photograph <input type="checkbox"/> Fingerprints <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____		
Date of Record Search	Record Searched by	Release Authorization

Lorraine Nue

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3 pages

From: Winston Mercuriuz <winstonmercuriusjr2+832@indeedemail.com>
Sent: Sunday, July 12, 2015 9:28 AM
To: Church Office
Subject: Application from Winston Mercuriuz for Buildings Amp Ground Supervisor (1816_36010482), Washington, DC
Attachments: Winston_Mercuriuz.pdf



Winston Mercuriuz applied to the job [Buildings Amp Ground Supervisor \(1816_36010482\) in Washington, DC on Indeed](#)

- Reply to this email to contact Winston Mercuriuz via Indeed, or contact at: winstonmercuriusjr2+832@indeedemail.com | (301)996-3123

Winston Mercuriuz

Quality Control Manager - MVLE

mercurius.winston96@gmail.com | (301)996-3123
Fort Washington, MD 20744

Work Experience

Quality Control Manager

MVLE

May 2014 to Present

Provide customers with exceptional work per contract requirements.

- Input building data in JAMS system.
- Respond and validate trouble tickets.
- Investigate complaints about service and equipment, and take corrective action.

MD

Gaylord- National Harbor

June 2011 to February 2015

Conference Set -Up Attendant

- Provided all group guests with a lasting experience of the Gaylord.
- Reviewed BEO paperwork to set up a conference or banquet hall for an event.
- Communicated clearly and effectively with other team members and various departments supervisory staff.
- Ensured proper usage of Gaylord equipment.
- Maintained a high standard of safety and cleanliness of all conference center areas.

- Ensured the BEOC paperwork is executed accurately.
- Completed additional task as needed or assigned to me.

Safety Manager**United Parcel Service (UPS) - Waldorf**

September 2009 to December 2013

Ensured that all incoming and outgoing packages are properly scanned and shipped to the correct destination.

- Transferred packages from warehouse onto freight trucks (up to 150lbs).
- Collected addresses on incorrect shipments processed.
- Repair damaged packages.
- Instructed costumers on shipping procedures.
- Returned packages to sender when addresses cannot be found.
- Reviewed over safety procedures with employees.
- Ensured that employees were completing tasks using caution and following all safety protocols.
- Reported hazardous behavior or misuse of equipment.
- Reported employee injuries and filed claims.

Bagger/Stocker**Harris Teeter - Columbia, MD**

June 2008 to July 2009

Grocery Bagger

- Bagged groceries
- Assisted costumers to their vehicles with their groceries.
- Collected carts from the store and parking lot.
- Stocked shelves.

Floor Technician**Executive Cuttz - Fort Washington, MD**

October 2007 to June 2008

Part-Time Supervisor

- Ensured that all barbers were completing their duties in a professional manner and surveying customers on their satisfaction at the shop.
- Ensured and assisted in making sure that all customers walked into a clean and safe environment.
- Ensured that employees were aware of their weekly schedule and any additional last minute changes.

Education**Business Administration**

Prince Georges Community College

August 2009 to July 2010

Friendly High School

June 2009

You received this email because Winston Mercuriuz applied to your job on Indeed or an Indeed partner site. By replying, you agree that this email will be processed and analyzed according to Indeed's [Cookie Policy](#), [Privacy Policy](#) and [Terms of Service](#). [Contact Indeed](#) with any questions.

[Indeed](#) - 601 University of Texas Blvd., Austin, TX 78751

Lorraine Nue

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3 pages

From: kevinincroome@verizon.net
Sent: Saturday, July 11, 2015 10:00 PM
To: Church Office
Subject: Buildings and Ground Supervisor job
Attachments: Cover Ltr St Paul's Rock Creek.docx; Resume St Paul's Rock Creek.docx

Good evening,
I am interested in the Buildings and Ground Supervisor position and have attached my cover letter and resume for your consideration.

Thank you,
Kevin Phillips

Kevin S Phillips
9705 Croom Road
Upper Marlboro, MD 20772
301-651-0680
kevinincroome@verizon.net

Hiring Manager
St. Paul's Rock Creek

Dear Hiring Manager,

I am interested in the Buildings and Grounds Supervisor position and am submitting my resume for consideration. I am confident that the skills and abilities that I have gained throughout my work experience make me an excellent candidate for this position. I believe I possess key proficiencies which relate directly to your job requirements including:

- Extensive experience in the renovation of buildings
- Performing carpentry work to repair and/or replace broken fixtures, cabinets, door frames, floors, counters, wood paneling, window glass and trim, walls, etc.
- Painting a variety of surfaces including wood, metal, plaster, drywall, concrete, in addition to prepping and repairing the areas prior to painting as necessary. Ability to match paint color to previous paint job.
- Use of hand tools such as rake, shovel, weed trimmer, mower, post hole digger, hedge trimmer.
- Use and proper care of tools of the trade and small machines including mowers and edgers.
- Acquire bids for goods and services
- Coordination with contractors to meet specs and inspect progress of the project
- Successful supervision of multi-cultural staff
- Maintaining a safe and clean work environment.
- Able to work indoors and outdoors in all types of weather and conditions

To this position I would bring a wealth of knowledge and practical experience gained during my extensive work experience. I am always willing to learn new skills and would welcome the challenge and opportunity to learn any new skills necessary that would be required for this position.

I look forward to the opportunity to discuss this further with you, or to provide any additional information that you may require and I ask that you consider me for this position.

Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely,

Kevin S. Phillips

Kevin S. Phillips 9705 Croom Road Upper Marlboro, MD 20772 Cell: 301-651-0680
kevinincroome@verizon.net U.S. Citizen

Objective: To obtain a position that would allow me to utilize my experience in carpentry and painting in an environment that would be challenging and rewarding.

Carpentry Experience:

- Experience with carpentry tools including table, band, and scroll saws, drill presses, routers, nail guns, drill presses, and other power tools.
- Able to build, install, repair wood structures, door and window frames, countertops, trim, bookcases, trim, drop ceilings, and other structures and fixtures.
- Extensive experience with renovation including repair and restoration of windows, roofs, stairways, furniture, architectural trim and studs. Followed architect's blueprints to build wood items and structures.
- Able to tape, block, and finish drywall, use caulking guns, repair cracks, fill holes with joint compound, putty, and other fillers.
- Experience building with drywall, acrylic, glass, stainless steel, plastic, fiberglass, concrete and other materials.
- Able to maintain a clean, safe working area and strict adherence to safety protocols. Proper treatment, cleanup of all work areas and storage of equipment.

Painting Experience:

- Application of paint, epoxies, varnish, stain, enamel, shellac and other coatings to interior and exterior building surfaces including drywall, wood, metal, equipment, hardwood furniture, glass, and cabinets.
- Able to mix paint with tints, oils, and other additives to match colors for use on wood, glass, metal, concrete and other surfaces.
- Application of primers and sealers to prepare new or old surfaces, such as bare wood or metal, or finish coats, treating surfaces with mineral oil, turpentine, or mildew remover.
- Paint rollers, brushes, electric sprayers, putty knives, scrapers, steel wool, sandpaper and electric sanders.

Additional Skills and Experience:

- Perform basic plumbing including: sweating of copper lines, threading pipe, and installing PVC pipe.
- Read and follow detailed instructions, sketches, blueprints, and building codes. Determine work sequences.
- Work independently with minimal supervision.
- Work on ladders and platforms, lift 70 pounds, and work indoors and outdoors in all types of conditions and weather.
- Determine amount of lumber, paint and other materials required for projects.
- Process administrative tasks including purchasing, payroll, progress reports, evaluation reports
- Twenty years of specialized experience in historical renovation and restoration.

EXPERIENCE:

Albrecht Construction Inc. 15025 Scottwood Ct. Woodbine, MD 21797 - November 2000 to February, 2015

Employed as carpenter, painter, and superintendent. Responsibilities included: On-site work in carpentry, painting, general maintenance & plumbing, site preparation and clean up. Renovated historic buildings and homes, installed playground equipment, built pavilions and restrooms. Job sites in MD included: Rockburn Park & Meadow Ridge Park, Ellicott City, Greater Baden Medical Centers in District Heights and Brandywine, Westin and Sheraton Hotels, BWI Airport, Linden House, Prince Frederick, and the Rosenwald School in Galesville.