



# Belinda K. Murray

Meticulous, personable Professional Janitor with 10+years' experience cleaning offices, retail stores and hotels of various sizes. Able to coordinate tasks with others and work independently with efficiency and personal pride.

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## Professional Experience

### Senior Janitor

Berwick Office Works, Berwick, ME March 2016 - Present

- ◆ Developed and implemented new methods of cleaning and sanitizing that have reduced cleaning supply costs by 15% since 2018
- Wash, clean and disinfect water coolers
- Empty and clean waste receptacles
- Assist Janitorial Manager with supervisory responsibilities

### Janitor

Tidy Bee Cleaning Services, North Berwick, ME June 2014 - February 2016

- Cleaned offices and retail stores, including damp mopping, sweeping, vacuuming, dusting and spot cleaning glass
- Cleaned restrooms, restocked dispensers, sanitized toilets, urinals and fixtures
- Stocked and maintained cleaning equipment and supplies
- Monitored and maintained sanitation and organization of assigned areas

### Housekeeper

Ogunquit Hotel & Suites, Ogunquit, ME February 2010 - June 2014

- Responded to guests' special requests for extra towels, linens, cribs and cots
- Removed trash and used linens from guest rooms, remade beds with fresh linens
- Cleaned and sanitized bathrooms in guest rooms and lobby
- Assisted with setting up and cleaning the guest breakfast area

## Education

### Associate in Science in Business Administration

Southern Maine Community College (Online)  
August 2017 - May 2020

### General Education Diploma

State of Maine, 2012

## Key Skills

- ◆ Cleaning and sanitation
- ◆ Wide knowledge of working with various cleaning chemicals and machines
- ◆ Reliability
- Strong interpersonal skills
- ◆ Valid driver's license with a clean driving record