

Brittany Greenwood

Custodian

Lancaster, TX 75146

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323-494-8688

I'm a challenging and rewarding hard worker one of my primary positions was a security dispatcher ,housekeeper at the Radisson where I could maintain the client's standards in buildings cleanliness and deliver particular services as directed by the supervisor. My last recent job was a nanny/house keeper I cared for child and for one of my close friends mother who was sick with breast cancer. I am a reliable professional that works well with others. Easy for me to adapt to change with new procedures. Able to work in a fast pace environment and a strong team player. Ability to quickly and easily learn and use new software applications. I have basic certified knowledge in Medical Terminology and Medical Records management.

Willing to relocate to: Lancaster, TX - Duncanville, TX - Dallas, TX

Authorized to work in the US for any employer

Work Experience

Janitor

CITY OF CEDAR HILL

July 2017 to Present

I clean the recreation center facility bathrooms mop so we clean the Toilets Strip floors waxed floors buff floors set up for party invites.

Secuirty Officer/ Dispatcher

Allied Universal security Service - Cedar Hill, TX

May 2016 to Present

Responsibilities

my responsibility as and security officer / dispatch are to view all camera and advise all other security what location to go to. I also work with the computer typing in all reports, answer the phones, check in contractor, control the lost and found, and keep each area of the Security office clean and organize.

Accomplishments

My biggest impact was organizing the office cleaning it and also making sure all computers, phones, camera are all operatizing properly. Also keep the whole mall, shoppers and employee's safe.

Skills Used

Excel, Outlook, Microsoft Words, Skype/ Polycom phone, Dispatcher Radio, Email, Camera controller, printer and scanner, communication skills, customer service.

laundry assistant

Marriott hotels - Irving, TX

May 2014 to September 2014

Responsibilities

feed the machine and dry clothes and fold them

Accomplishments

this job was a new experience for me it helped me learn good teamwork in communication

Skills Used

the skills I learn was working with speed on good timing in and staying on task

Companion

Accent on Home Care - Pasadena, CA

March 2013 to July 2013

I was an companion for an elderly women.I cooked three meals a day, took blood pressure, reminded her to take her meds, drove her to doctors appointments, grocery shopped for her and lite cleaning around the house.

Inventory Clerk

Inventory - Arlington, TX

August 2012 to September 2012

PART INVENTORY COUNTING AN RECOUNTING CLOTHES SHOES AN EX...

Live in Nanny

SELF EMPOLYED CONTRACT - Dallas, TX

December 2011 to July 2012

COOK, CLEAN, HELP CHILD WITH HOME WORK, GROOM HAIR FOR SCHOOL, DRIVER FOR CHILD TO SCHOOL AND BACK HOME.

Usher

Nokia Theater - Los Angeles, CA

November 2011 to December 2011

Usher for special events

Processor

Manpower - Los Angeles, CA

November 2011 to November 2011

O Clothing handler

o Stocker of clothes and accessory in store

Greeter

Staples Center - Los Angeles, CA

October 2011 to November 2011

Nordstrom

Housekeeping Maid/Dishwasher

Radisson Hotel - Los Angeles, CA

September 2006 to November 2011

Maintained facility in a clean and infection-free condition

- Disposed of trash, waste, and other material
- Dusted furniture, fixtures, window sills, etc.

- Cleaned wash basins, mirrors, commodes, tubs, and showers
 - Reported any needed repairs instantly to supervisor
 - Emptied trash containers
 - Moped floors in all residents' rooms and bathrooms daily
- Dishwasher, moping, sterilizing

Education

Southwest Community College - Los Angeles, CA
2009 to 2011

Diploma in General Studies

Westchester High School - Los Angeles, CA
2005 to 2008

Skills

One of my strong skills is working with children and adults also, data entry I've been doing data entry for 6 years and I've refresh my memory in programs so that I can stay up to date with everything., Custodial, Waxing, Buffing, Janitorial, Clean

Additional Information

Key Qualifications

09/2014 marriott hotel laundry assistant

Accent on Home Care

3/2013 - 7/13

- Nursing companion
- Cooking, cleaning, taking blood pressure, grooming, personal driver

Universal Protection Service

2/2013 - 7/2013

- Security officers
- Over 6 months of experience as a housekeeper
- Highly skilled in operating a variety of mechanized cleaning equipment, such as vacuums, polishers and buffers
- In-depth knowledge of the methods and products used in cleaning
- Able to coordinate events in homes or in hotels
- Thorough understanding of safety precautions in all housekeeping services
- Able to work in damp, dusty and dirty areas

Other skills

o Microsoft word 2003 and 2007

o Data entry

o OSHA guidelines

o Basic bookkeeping

o Giving injections / medication

o CPR

- o Phlebotomy
- o Medical Terminology
- o Customer service
- o Front and back office functions
- o Make appointments scheduling
- o Clinical procedures and lab
- o Vital signs

Additional Skills and Abilities

- Solid communication and time management skills
- Flexible, with a positive attitude and willingness to collaborate with others
- Ability to perform physically demanding work

Microsoft and Excel

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