

Carnell Purnell

College Graduate

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Carnell-Purnell/89132a7e2ef6b9c9](https://www.indeed.com/r/Carnell-Purnell/89132a7e2ef6b9c9)

Creative and mature professional with outstanding oral and written communication skills. Able to interact effectively with all levels of personnel; in a professional manner. Proficient in prioritizing and completing tasks in a timely manner, yet flexible enough to multitask when necessary. Reliable, hard-working, and dedicated team player who works well under pressure and with minimum supervision in a fast-paced environment. Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

Best Personnel - 2013 to 2014

Unloading Stock

- Dishwashing
- Server

Four Seasons

Housekeeping/Laundry

- Unload Towels
- Fold Towels
- Load/Unload Sheets
- Wash Bath Rugs/Foot Towels
- Sort clothing and other articles, load washing machines, and iron and fold dried items.
- Sort, count, and mark clean linens, and store them in linen closets.
- Deliver any items requested by guests to cabins.
- Observe precautions required to protect resort and guest property, and report damage, theft, and found articles to supervisors.
- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts or by hand as needed.

Assistant

Kaleidoscope Inc - 2009 to 2011

Responsible for daily mail distribution

- Maintained filing system
- Answered office phone
- Stamp checks
- Schedule weekly staff meetings

EDUCATION

Bachelor of Science in Criminal Justice

University of Maryland Eastern Shore - Princess Anne, MD

2007 to 2013

SKILLS

Audio Engineer, Music Producer. Songwriter

ADDITIONAL INFORMATION

Core Competencies

Integrity Organizational Skills Analytical Skills

Microsoft Office Communication Skills Quick Learner

Multi-tasking Skills Team Building Leadership Skills

Writing Skills Detail Oriented Strategic Planning