

# Machelle Booker

## Housekeeping

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Machelle-Booker/e8d7cf3ce7cd2a2b](https://www.indeed.com/r/Machelle-Booker/e8d7cf3ce7cd2a2b)

- Respectful, friendly, enjoys diverse people, outgoing and can inspire others.
  - Takes initiative and excel at multi- tasking or in a fast-paced environment.
  - A hard worker, set high standards for myself, and possess exceptional customer service skills.
  - Welcome responsibilities and challenges, and adept at seeking them through from inception to completion.
  - A self-motivated individual who can work well with people, grasp and expand ideas, tackle and follow through on difficult projects, and achieve or exceed objectives.
  - Believe in doing a good job and take pride in knowing that work is being appreciated.
  - Recognized by colleagues and supervisors as a thorough, hard-working individual with a friendly and courteous attitude towards guests and patrons.
- Authorized to work in the US for any employer

## WORK EXPERIENCE

### Housekeeping

Cecil B. Moore Recreation Center - Philadelphia, PA - October 2015 to February 2016

Made rounds of building lobbies, offices, and bathrooms to assist in making environment clean and orderly.

- Mopped and sanitized bathroom floors and fixtures including toilets and sinks.
- Made inventory of bathroom amenities and replenished supplies.
- Swept floors and vacuumed carpets.
- Collected trash and empties bins into disposal containers.

### Private Duty Childcare Provider

Philadelphia, PA - December 2012 to April 2013

- Assisted in preparing food and serving meals and refreshments to children.
- Instructed children in health and personal habits, such as eating, resting, and toilet habits.
- Sterilized bottles and prepared formulas; sanitize toys and play equipment.
- Read to children and taught them simple painting, drawing, handicrafts, and songs.
- Dressed children and changed diapers; regulated children's rest periods.

### Supportive Service Assistant

James Rhoads - Philadelphia, PA - November 2007 to July 2011

- Supervised students in classroom halls, cafeteria, school yard, and gymnasiums
- Tutored and assisted children, individually or in small groups.
- Discussed assigned duties with classroom teachers to coordinate instructional efforts.

## EDUCATION

### Certificate in Customer Service

Harcum Jr. College - Philadelphia, PA

### Diploma in General Studies

John Bartram High School - Philadelphia, PA

## SKILLS

Typing (10+ years), Cashier (5 years), teacher assistant (3 years), retail (2 years), prep cook (1 year), data entry (5 years), Multi-Line Phone System (4 years), Filing (1 year)

## ADDITIONAL INFORMATION

### OFFICE SKILLS

Microsoft Windows 2000/XP Microsoft Word Typing: 57 wpm

Internet Explorer/Internet Research Data Entry Filing/ Record keeping Customer Service training Message taking

Operation of multi-line telephone systems Operation of business and office machines