

# Carolyn Pinkney

## Housekeeping - Debra and James Way Cleaning Company

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Carolyn-Pinkney/15cf279670d03776](https://www.indeed.com/r/Carolyn-Pinkney/15cf279670d03776)

Dedicated professional with exceptional customer service skills and the motivation to maintain customer satisfaction and contribute to company success.

### WORK EXPERIENCE

#### Housekeeping

Debra and James Way Cleaning Company - Philadelphia, PA - April 2003 to Present

Cleaned assigned rooms, areas, and restrooms according to company and health standards

Following all cleaning and chemical procedures while providing housekeeping services

Changed bed linens

Dusted furniture and tables and vacuumed floors

#### Waitress/Cashier

Debra and James Way Cleaning Company - Upper Darby, PA - July 2010 to March 2011

Greeted customers entering the establishment

Requested customer orders and communicated orders to kitchen staff

Computed bill and received cash and credit payments for items purchased

Assisted kitchen staff in preparing menu items and beverages

Assembled items on trays and take out bags

#### Security Guard

Debra and James Way Cleaning Company - Havertown, PA - July 2010 to December 2010

Monitored doors and exits ensuring the safety of staff and guests

Received signatures during shipping and receiving deliveries

Ensured that all items were loaded correctly in cars or trucks as needed

Answered questions and provided directions as needed

#### Cashier/Crew Member

Debra and James Way Cleaning Company - Philadelphia, PA - March 2008 to February 2010

Greeted customers and received food orders to communicate to team members

Assisted team members in preparing items, beverages, and desserts

Served cold and hot beverages including frozen milk drinks and custards

Cooked and apportioned French Fries

Maintained a clean and sanitized work station and front counter

Received cash, debit, or credit payments for items purchased

### EDUCATION

Jefferson Online High School - Philadelphia, PA

June 2007 to September 2007