

Tiffiney Gasby

Philadelphia, PA - Email me on Indeed: indeed.com/r/Tiffiney-Gasby/e6ce1449791d81b2

To secure position as a admin assistant
Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

Team Clean - Philadelphia, PA - May 2014 to Present

- * Dust all uncluttered desk tops, file cabinets and counters, partitions, ledges, window sills.
- * Clean all water fountains.
- * Clean kitchenettes or coffee areas including the walls behind trash cans.
- * Empty and damp wipe all trash cans and replace liners as needed.
- * Remove all collected trash to designated area.
- * Fully vacuum all carpets from wall to wall.
- * Re-arrange furniture neatly.
- * Dust mops all hard surface floors.
- * Thoroughly vacuum designated areas.
- * Spot wash fingerprints from doors, door casings, door frames and light switches.
- * Keep assigned areas orderly at all times.
- * Wash all countertops, cabinets, and refrigerators.
- * Clean and disinfect all public and private telephones.
- * Dust all low surfaces (chair and table legs and rugs, baseboards etc.)
- * Dust and polish trash receptacles.
- * Dust and polish the exterior of all directories, information desks and surrounding areas including wall hung fixtures.
- * Clean custodial closets and all equipment.
- * Clean glass partitions
- * Ash tray maintenance and cleaning.
- * Replenish paper products
- * Detail vacuum corners and edges
- * Dust and clean blinds.
- * Follows all safety policies and procedures.
- * Adheres to professional attire policy; complies with company uniform policy.
- * Adheres to company policies and procedures.
- * Required to perform any duty as assigned by supervisor to participate in the success of the company.

Warehouse Worker

Performance Staffing - Wilmington, DE - April 2011 to 2014

WAREHOUSE

- * Picking packing
- * Assembly line
- * Pull, pack and ship orders in an accurate manner
- * Organize stocks and maintain inventories
- * Deliver orders to customers real time
- * Inspect goods for defects and damages

- * Track inventory in appropriate system
- * Organize space in the warehouse and perform cleaning duties
- * Notify supervisors of problems that are not resolvable
- * Resolve all other issues at the warehouse level
- * Check spools on work orders
- * Restock materials as and when required
- * Process and package goods in a time efficient manner
- * Quality control

LABORER

Tony De Paul & Son - Blue Bell, PA - 2010 to 2013

- * Clear construction sites of debris and trash
- * Comb construction area and remove hazardous materials
- * Shovel asphalt onto the construction site
- * Operate machinery to break up concrete
- * Place cement in designated areas
- * Position and align structural components in accordance to provided instructions
- * Mix and pour concrete on the job site
- * Smooth out newly poured concrete using a variety of finishing tools
- * Apply caulking components by using caulking guns

Customer service

Amerisource Staffing - Philadelphia, PA - 2008 to 2013

- * Stadium
- * Empty, clean all waste receptacles, and remove waste paper and rubbish from the premises to designated area; damp wipe receptacles as necessary.
- * Empty and clean all ashtrays, screen all sand urns supply and replace sand as necessary.
- * Vacuum all rugs and carpeted areas in offices, lobbies, and corridors.
- * Hand dust and wipe clean all office furniture, files, fixtures, paneling, windowsills, and all other horizontal surfaces.
- * Damp wipe and polish all glass furniture tops.

Team Member

Amerisource Staffing - Norristown, PA - 2010 to 2012

- * Obtain service area assignments at the beginning of each shift.
- * Promptly greet guests as they are seated and bring chips, sauces and water to table.
- * Clear tables after guests leave. Takes tableware to dish room and place silverware, dishes, glassware, etc. in appropriate areas for washing.
- * Between settings promptly clean table tops, chairs and booths. Check floor and clean as required.
- * Be a team player
- * Help out fellow employees