

Amir Tolliver

Housekeeping at Dunwoody Village

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Amir-Tolliver/ee1ef19a676efb57](https://www.indeed.com/r/Amir-Tolliver/ee1ef19a676efb57)

- Great customers with effective communication skills both written and verbal.
- Ability to work independently and as a team leader.
- Excellent organizer, fast learner, ability to work in a fast past environment.
- In depth knowledge of material equipment and processed utilized in cleaning and housekeeping.

WORK EXPERIENCE

Housekeeping

Dunwoody Village - March 2006 to Present

- Coordinate the removal and delivery of furniture to various locations with the facility.
- Responsible for the overall function area of laundry, landscaping and public areas.
- Manage room transfer for customers and arrange execution of successful parties.
- Assist in control and direct in housekeeping operations

Customer Service Associate

Dunwoody Village - Springfield, PA - March 2006 to October 2006

- Prepared and maintained records and reports of inventories, prices, shipments, and shortages.
- Examined and inspected stock items for defects and reporting and damage to supervisor.
- Packed and unpacked stocked shelves in stockrooms, warehouses.
- Marked stock items using stamps and identification tags.
- Assisted customers in-house as well as over the telephone with questions regarding inventory.
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Driver

Fresh Grocery Supermarkets - Philadelphia, PA - June 2004 to 2005

- Provided pick up and delivery of some regular and particular customers from the Grocery Store.
- Helped passengers with their bags to enter and exit the vehicle.
- Responsible for maintaining vehicle by regulating tire pressure and adding oil, and gas on a daily basis.
- Maintained records of name and trip information such as placed of pick up-drop, time and fee for the trip.
- Collected fares from passengers for cost of the trip.

Deli Clerk/Cashier

Wa-Wa Corporation - Springfield, PA - June 1994 to October 2000

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- Greeted the customers and respond to their questions and request in a courteous and helpful way.
- Monitored to replenish product in the deli cases; rotated product and ensured that code dating are followed.
- Washed and sanitized cookware in accordance with the local health department standards.
- Familiarized with all products in the store to answer queries and assist the customers
- Assisted in preparing deli special orders and ensured that the customer is delighted with the end product.

EDUCATION

Dobbins Vocational-Technical High School

ADDITIONAL INFORMATION

COMPUTER SKILLS

Productive Applications: Microsoft Office Suite, (Word, Excel, PowerPoint, Access, Outlook)