

# Shonta Jenkins

## Housekeeping

Trenton, NJ - Email me on Indeed: [indeed.com/r/Shonta-Jenkins/eca1cefabcdbdf687](https://www.indeed.com/r/Shonta-Jenkins/eca1cefabcdbdf687)

Dedicated Customer Representative Motivated To Maintain 'Customer Satisfaction and Contribute To Company Success

### WORK EXPERIENCE

#### Housekeeping

Persent - Plainsboro, NJ - June 2014 to June 2014

##### Housekeeping

- Vacuumed Rugs And Carpeted Areas In Offices, Lobbies And Corridors.
- Polished Glass Surfaces And Windows.
- Cleaned And Buffed Tile Floors Using Industrial Cleaning Equipment.
- Dusted Picture Frames And Wall Hangings With A Cloth.
- Polished All Metal Hardware Fixtures.
- Removed Waste Paper And Other Trash From The Premises To Designated Area.
- Accepted Accountability For All Assigned Building Keys, Master Keys And Access Cards.
- Collected Trash And Moved Garbage Cans From Kitchen Areas To Pick-Up Stations.
- Moved Chairs, Desks And Beds Around Rooms To Clean Behind And Underneath Them.
- Swept And Washed All Hard Surface Floors.

#### Cashier

Freeway Steakhouse - Trenton, NJ - February 2004 to May 2014

Greeted Customers In A Timely Fashion While Quickly Determining Their Needs.

- Wrote Sales Slips And Sales Contracts.
- Maintained Knowledge Of Current Sales And Promotions, Policies Regarding Payment And Exchanges And Security Practices.
- Engaged With Customers In A Sincere And Friendly Manner.
- Contacted Other Store Locations To Determine Merchandise Availability.
- Built Relationships With Customers To Increase Likelihood Of Repeat Business.
- Contributed To Team Success By Exceeding Team Sales Goals By 100%.

#### Housekeeping

Freeway Steakhouse - Plainsboro, NJ - March 2013 to September 2013

Vacuumed Rugs And Carpeted Areas In Offices, Lobbies And Corridors.

- Polished Glass Surfaces And Windows.
- Cleaned And Buffed Tile Floors Using Industrial Cleaning Equipment.
- Dusted Picture Frames And Wall Hangings With A Cloth.
- Polished All Metal Hardware Fixtures.
- Removed Waste Paper And Other Trash From The Premises To Designated Area.
- Accepted Accountability For All Assigned Building Keys, Master Keys And Access Cards.
- Collected Trash And Moved Garbage Cans From Kitchen Areas To Pick-Up Stations.
- Moved Chairs, Desks And Beds Around Rooms To Clean Behind And Underneath Them.
- Swept And Washed All Hard Surface Floors.

- Verified That All Storage Areas And Carts Were Clean And Organized.
- Cleaned and Changed Bedspreads, Blankets and Mattresses

C.M.S&Bp&Sc Service Inc.-Plainsboro, NJ

Housekeeping&Laundry Supervisor

- Vacuumed Rugs And Carpeted Areas In Offices, Lobbies And Corridors.
- Polished Glass Surfaces And Windows.
- Cleaned And Buffed Tile Floors Using Industrial Cleaning Equipment.
- Dusted Picture Frames And Wall Hangings With A Cloth.
- Polished All Metal Hardware Fixtures.
- Removed Waste Paper And Other Trash From The Premises To Designated Area.
- Accepted Accountability For All Assigned Building Keys, Master Keys And Access Cards.
- Collected Trash And Moved Garbage Cans From Kitchen Areas To Pick-Up Stations.
- Moved Chairs, Desks And Beds Around Rooms To Clean Behind And Underneath Them.
- Swept And Washed All Hard Surface Floors.
- Verified That All Storage Areas And Carts Were Clean And Organized.
- Cleaned And Changed Bedspreads, Blankets And Mattresses.
- Used Chemicals And Other Cleaning Equipment In A Proper, Safe And Responsible Manner.
- Transported Cleaning Products And Equipment To And From The Utility Rooms.
- Spot Cleaned Walls, Carpets And Light Fixtures.
- Cleaned Elevators, Glass And Planters In Public Areas Such As The Lobby, Pool And Public Restrooms.

### **Cashier/Customer Service**

Freeway Steakhouse - Lawrenceville, NJ - October 2011 to March 2012

Sale Customer

- Greeted Customers In A Timely Fashion While Quickly Determining Their Needs.
- Recommended Merchandise To Customers Based On Their Needs And Preferences.
- Consistently Provided Friendly Guest Service And Heartfelt Hospitality.
- Demonstrated Integrity And Honesty While Interacting With Guests, Team Members And Managers.
- Greeted Customers And Provided Excellent Customer Service.
- Maintained High Standards Of Customer Service During High-Volume, Fast-Paced Operations.
- Built Loyal Clientele Through Friendly Interactions And Consistent Appreciation.
- Maintained Knowledge Of Current Sales And Promotions, Policies Regarding Payment And Exchanges And Security Practices. Service

### **EDUCATION**

Nottingham High School - Hamilton, NJ

September 1999 to June 2002

### **ADDITIONAL INFORMATION**

Qualifications:

Strong Organizational Skill

Courteous Demeanor

Energetic Work Attitude

Store Maintenance Ability

Inventory Control Familiarity

Adaptive Team Player

Visual Merchandising Proficiency  
Active Listening Skills

#### Accomplishment

Commended for having a perfect attendance record while working as a laundry supervisor. Cleaned and replenished supplies for up to 16 rooms per shift. Worked 20 overtime hours during the holiday season at the request of management.