

Tina Postell

Housekeeping/Supervisor

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Tina-Postell/99885b697d8b1e42](https://www.indeed.com/r/Tina-Postell/99885b697d8b1e42)

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping/Supervisor

Catalent - Philadelphia, PA - September 2006 to November 2009

- Swept, scrubbed mopped and polished floors
- Vacuumed and cleaned carpets
- Dusted and polished furniture in building
- Emptied and cleaned trash cans
- Cleaned rest rooms
- Did routine maintenance on cleaning equipment
- Ordered cleaning supplies
- Scheduled shift work for other Housekeeping employees
- Assigned duties and tasks for employees
- Monitored and reported necessary repairs and replacements that needed to be made

EDUCATION

Associate in Computer Network Technology

Kaplan Career Institute - Philadelphia, PA

2013 to 2015

ADDITIONAL INFORMATION

Technical Skills:

- Computer assembly and maintenance
- Troubleshooting hardware and software issues
- Troubleshooting personal computers, smart phones, tablets
- Configuring desktops, laptops and servers
- Software and Application installation
- Virus protection and eradication
- Printer knowledge

- Software Applications
- Database Management
- Networking Concepts
- Windows System Administration
- Linux System Administration
- Networking with TCP/IP
- Introduction to Network Security
- Introduction to Routing and Switching