

# Maurice Morris

**Determined,detail oriented, motivated team player**

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Maurice-Morris/b44e39cb900507b2](https://www.indeed.com/r/Maurice-Morris/b44e39cb900507b2)

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Janitorial

Kellermeyer Bergenson Services - King of Prussia, PA - April 2016 to Present

Responsible, motivated, detail-oriented people needed to work in a team environment performing janitorial/ housekeeping services for a retail department store. Duties include basic cleaning, dusting, mopping, sweeping, vacuuming.

### Property Management maintenance Tech 1

People's Emergency Center - Philadelphia, PA - December 2015 to February 2016

#### Responsibilities

Ensure that insides of buildings are cleaned and kept free of the debris in/outside of facilities.

Respond to emergency situations in a prompt manner.

Floor repairs, minor plumbing concerns, painting.

#### Accomplishments

My dedication and go forward work effort made me popular on the staff and residents..

#### Skills Used

Grounds keeping

Cleaning and House keeping

Time management

Customer service

Appliance repair

Painting

### Unemployment compensation Pa

UEC - Philadelphia, PA - May 2015 to December 2015

#### Responsibilities

Job Search

#### Accomplishments

New job

#### Skills Used

Persistence

### Supervisor-Site Manager

Tucs Cleaning Services - Philadelphia, PA - August 2010 to May 2015

Skills Used

Communicate to Director of Operations daily about projects. Delegate to Employees of cleaning task. Weekly payroll. Summer projects. Train Employees on Chemical use and Machine operation and Maintenance. Responsible for maintaining assigned areas of school facilities in a clean, sanitary, and orderly condition and performing duties according to the MCS (Mastery Charter School) Custodial Care Program and as instructed by the designated supervisory staff.

### **Route Driver**

Donnelly Distribution Services - Pennsauken, NJ - May 2009 to November 2010

Drove truck over a prescribed route to deliver coupon circulars to residential and Suburban areas in Philadelphia and New Jersey. Kept records of driving expenses such as mileage and gas. Loaded and unloaded truck at beginning and end of trip.

### **Customer Account Manager**

Rent A Center - Philadelphia, PA - February 2007 to May 2009

Talked to customers to determine furniture preferences and requirements. Accompanied customers through showroom floor, answered questions and advised customers on compatibility of various styles and colors of furniture items. Computed rental fee, explained rental terms and presented list to customer for approval. Prepared order form and lease agreement, explained terms of lease to customer and obtained customer signature. Obtained credit info from customers. Collected initial payments from customers and followed up transactions by contacting customers through phone or mail. Resolved Complaints regarding delivery of damaged or incorrect merchandise.

### **Assistant Manager**

Burger King - Philadelphia, PA - August 2001 to January 2007

Managed franchised food establishment. Coordinated activities of workers engaged in keeping business records, collecting and paying accounts, ordering and purchasing supplies and delivery of foodstuffs to customers. Trained, interviewed and hired new employees achieving significant improvements in their productivity. Supervised up to 10 employees, scheduled work hours, resolved conflicts, and determined salaries.

## **EDUCATION**

### **High School Diploma in Business Management**

Edward Bok Vocational - Philadelphia, PA

January 1989 to January 1993

## **SKILLS**

Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects. Proven relationship-builder with unsurpassed interpersonal skills. Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high performance standards. Innovative problem-solver who can generate workable solutions and resolve complaints.