

Phyllis McCoy

Housekeeping

- Email me on Indeed: [indeed.com/r/Phyllis-McCoy/1450c8066736cbdf](https://www.indeed.com/r/Phyllis-McCoy/1450c8066736cbdf)

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

Embassy Suites Philadelphia Airport - Philadelphia, PA - October 2012 to October 2012

- present

- Responsible for cleaning up to 16 two-bedroom suites per day
- Cross-Trained as Lobby Attendant, Food & Beverage, Houseman, Deep cleaner
- Responsible for holding daily housekeeping meeting

- Go over the daily SALT scores, projects taking place within the department
- Ensure that the guest are being helped with everything

Live in home aid Upper darby, pa

Personal Health - December 2008 to September 2012

- Shared responsibility for the care of terminally ill suffering from Autism and ADHD
- Assisted client with daily care including: bathing, feeding, cooking, and dressing
- Ensure that vitals were taken daily
- Administered medication to clients
- Performed routine housekeeping services

System Report and Forklift operator

Genco Distribution - Columbia, MD - 1998 to December 1998

- Mar 20010

- Record and computerized daily log books
- Loaded and unloaded merchandise in the warehouse
- Inventory keeper of all merchandise in the warehouse

EDUCATION

Certification in Nursing Assistance

Continental Academy - Philadelphia, PA

SKILLS

All major computer programs (5 years)

CERTIFICATIONS

Certified Peer Specialist

July 2017

ADDITIONAL INFORMATION

- Proficient with Microsoft word.
- Self-motivated professional, who works well under pressure, enjoys new challenges, and dedicated.
- Great listener with the ability to learn quickly.
- Professionally interact with customers to insure customer satisfaction.
- Proven ability to work independently or on a team to meet company deadlines and objectives.