

# Basheeba Lewis

## Housekeeping

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Basheeba-Lewis/163a610515b5935b](https://www.indeed.com/r/Basheeba-Lewis/163a610515b5935b)

Seeking a position utilizing Customer Service experience and strong organizational skills.  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Housekeeping

LaQuinta Inn and Suites - San Antonio, TX - March 2014 to May 2015

Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.  
Disinfect equipment and supplies. Clean rooms, hallways, restrooms, corridors, stairways, locker rooms, and other work areas so that health standards are met. Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas. Replenish supplies, such as drinking glasses, linens, writing supplies, and bathroom items. Dust and polish furniture and equipment. Keep storage areas and carts well-stocked, clean, and tidy.  
Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.

#### Order taker/short order cook

Einstein Bagels - San Antonio, TX - January 2012 to March 2013

Clean food preparation equipment, work areas, and counters or tables.  
Take orders from customers and cook foods requiring short preparation times, according to customer requirements.  
Restock kitchen supplies, rotate food, and stamp the time and date on food in coolers. Perform food preparation tasks, such as making sandwiches, carving meats, making soups or salads, baking breads or desserts, and brewing coffee or tea. Complete orders from steam tables, placing food on plates and serving customers at tables or counters.  
Perform general cleaning activities in kitchen and dining areas. Accept payments.

#### Receptionist

Marcom Technologies - Drexel Hill, PA - July 2009 to December 2011

Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments. Greet persons entering establishment. Transmit information or documents to customers, using computer, mail, or facsimile machine. Perform administrative support tasks, such as proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records, invoices, balance sheets, or other documents. File and maintain records.