

Shantel Tart

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Shantel-Tart/e772d7d207c2a65c](https://www.indeed.com/r/Shantel-Tart/e772d7d207c2a65c)

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

Cooper University Hospital - Camden, NJ - September 2014 to Present

Responsibilities

Im responsible for making sure patients rooms are clean, removing trash,dusting,cleaning the bathrooms and also making the beds and making sure waiting areas are clean

Security Supervisor

ABM Security Service - Essington, PA - February 2011 to May 2013

Responsibilities

Ensured building was locked down and reopened up in the morning,including all doors rollups, gates, elevators and escalators.Made sure guards come in on time and made it to post on time.Completed all the paperwork by end of shift and turned in the shift times.

Customer Service/ Concierge

Planned Security Service - Parsippany, NJ - June 2009 to November 2010

Responsibilities

Answered telephones and took messages, Signed visitors in and out and signed for packages and made sure residence got their packages.

Cleaner/Team Leader

Dal Global Service - Philadelphia, PA - April 2006 to May 2009

Responsibilities

Responsible for making sure my team cleaned the planes in a timely fashion, Kept track of all supplies placed on the plane and took off the plan

Mail Clerk

I.R.S - Philadelphia, PA - January 2006 to May 2006

Responsibilities

Opened mail up,Put in the right boxes and made sure all the information was correct.

Toll Collector

Pennsylvania Turnpike Commission - Philadelphia, PA - June 2002 to September 2002

Responsibilities

Took money from passing cars,Gave out tickets to passing cars and counted money,provided outstanding service with a positive smile.

Cashier

Dunkin Donuts - Philadelphia, PA - June 2000 to September 2000

Responsibilities

Collected money from paying customers and helped prepare food and counted money.

EDUCATION

High school diploma

Regional High School - Philadelphia, PA

2001 to 2002