

# **Ericka Williams**

## **Housekeeper**

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Ericka-Williams/15d5d40cc7b9158d](https://www.indeed.com/r/Ericka-Williams/15d5d40cc7b9158d)

To apply the skills and knowledge that I have acquired in a position which is both challenging and rewarding with an opportunity to excel in a Housekeeping position.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## **WORK EXPERIENCE**

### **Linen Attendant/ Housekeeping**

The Hill at Whitemash - July 2013 to August 2015

Picks up, folds, stocks and delivers all linen per department standards.

Measures and tracks volume of laundry washed on a daily basis utilizing the scale.

Alerts Housekeeping Manager regarding any maintenance issues with all laundry equipment.

Used laundry supplies efficiently and insures sufficient supply of laundry chemicals are available.

Tracks/Monitors utilization of linens and insures adequate supply of linens are on hand to meet the department's needs.

Worked in healthcare cleaning bathrooms, hallways, cleaning residents rooms and emptying trash from all four floors and Operating the trash compactor.

### **Residential Housekeeper**

A Step Above Cleaning Services - September 2012 to July 2013

Cleaning homes thoroughly throughout Bucks and Montgomery Counties.

\* Cleaning Bathrooms, Bedrooms, Kitchens, Living Rooms, Dining Room, and Basements

\* Scrubbing Woodworks, Vacuuming, Waxing floors, washing windows, and dusting high and low.

### **Equipment Operator**

Wells Fargo Bank - March 2011 to September 2012

Operates IBML scanner equipment to process daily work

\* Performs Transmissions for end of shift process.

\* Execute jobs through pc or crt: monitoring process.

\* Settle all accounts at the settlement desk.

\* Performs data entry for all accounts coming from the scanner.

\* Works under direct supervision receiving detailed instructions on work

### **Payment Processor**

Manpower/PECO Energy - Philadelphia, PA - November 2007 to November 2010

Open mail on the high speed 150 extraction equipment.

\* Open mail on the 50 and the 51

\* Imaged payments for posting to customer accounts and archival.

\* Balance multiple payments for posting.

\* Operate the high speed encoder.

\* Prepare deposit.

\* Data entry for checks and payment stubs using the 10 key entry

- \* End of day process

- \* Open daily report sheet and enter current date. Input transaction amount & interface sequence number and number of items from extract report. Enter deposit slip total from deposit ticket and enter run number from cash letter. Ensure no variance. If there is a variance resolve and re-enter totals.

### **Data Entry Operator**

Source One-Tasty Baking Company - Philadelphia, PA - June 2004 to June 2007

Open and prepare mail to be scanned.

- \* Scan Invoices and DSD onto tastykake hard drive

### **Preparation Clerk/Sorter Operator**

Federal Reserve Bank - Philadelphia, PA - June 2000 to June 2004

Prepared sorter work to run on high speed.

- \* Input data such as cash letter tickets, batch tickets commercial checks and government checks and of block tickets.

- \* Input other institutions data and keyed in each individual block amount.

### **Housekeeping**

Protocall/Aria Hospital - Philadelphia, PA - December 2015

Responsibilities

Keeping the building services clean and sanitized

Completing housekeeping assignments in accordance with established departmental quality and quantity standards.

## **EDUCATION**

### **High School Diploma**

Central High School - Palm Beach, FL

## **ADDITIONAL INFORMATION**

Qualifications:

My experience as Data Entry/Processor has allowed me to grow to top speed. I am organized, independent and reliable. My keystroke is 15000.

Impeccable as well as accurate. I am extremely competitive with my key stroke, and I work well under pressure.