

Ebony Carter

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Professional Summary

Authorized to work in the US for any employer

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Work Experience

Environmental Services Worker/clinic woker

Aramark Agency-Chicago, IL

January 2025 to Present

Cleaning and Disinfecting: Cleaning and disinfecting patient rooms, exam rooms, offices, hallways, restrooms, and other areas of the facility.

Waste Management: Properly handling and disposing of waste, including biohazardous materials.

Supply Replenishment: Stocking paper items, cleaning supplies, and other necessary materials in patient rooms, exam rooms, and restrooms.

Equipment Maintenance: Operating and maintaining cleaning equipment, such as vacuums, buffers, and cleaning carts.

Environmental Services Technician

Sodexo-Chicago, IL

July 2023 to December 2024

10 Step Cleaning

- Vacuum carpeted areas.
- Dry and wet mop hard floors.
- Clean and polish metal surfaces.
- Perform "Discharge Cleaning" as assigned./Utilize Bed Tracking System
- Spot clean windows.
- Clean water fountains.
- Clean public telephones.
- Clean all restrooms.
- Empty waste receptacles and remove waste.
- Maintain all supplies in assigned supply storage area and keep neat clean and organized.
- Clean all upholstered furniture.

- Clean emergency spills and floods.
- Maintain and operate floor burnishers.
- Wash walls and ceilings as assigned.
- Perform special projects such as hanging drapes and cubicle curtains.
- Clean and maintain equipment and request repairs as needed.

Clean and isolation clean a patient room, cycle clean OR and L&D suites, and terminal clean areas as needed

Patient Transporter/ dietary aide

Loyola University Medical Center-Trinity Health Systems-Maywood, IL

February 2023 to July 2023

- * Transports patients using equipment such as wheelchairs, stretchers, or beds; may include attachments such as oxygen and infusion pumps
- * Identifies patient information and medical record, equipment to be used, and assists with the transfer to ensure the correct patient is identified for transport.
- * Utilizes telephones and pagers to receive and confirm patient pick-up requests and uses computers to navigate patient dispatch information.
- * Follows nurses lead and direction for patient safely
- * Returns any unused equipment to the department to be dispensed throughout the hospital
- * Clean and sanitize all transport equipment as designated
- * Performs related duties as required

Delivers patient meal trays, continental breakfast, between meal snacks, and nourishments. Uses scripts, age appropriate guidelines, and patient identification procedures when passing trays and nourishments; Follows infection control and food safety guidelines; Collects trays after meal service.

Ensures patients with prescribed diets receive meal trays on units assigned.

Delivers and collects patient selective menus; assists patients with menu selection as appropriate.

Prepares food for, assembles, and serves patient trays.

Reports patient food preferences, patient requests, unusual intake and comments to the clinical nutrition staff.

Maintains and improves patient satisfaction scores on unit assigned.

Cleans and sanitizes nourishment centers and soiled tray carts, ensures all equipment is in working order; reports equipment problems to supervisors; records designated refrigerator temperatures daily, as appropriate.

Requisitions, delivers, stores, and tallies floor stock and nourishments. Records amount of par stock delivered to each patient care unit; Ensures food on par stock cart remains in the temperature safety zone; Ensures all food is labeled and dated in the nourishment galley.

Clears over bed tables for patients and prepares beverages prior to each meal. 10. Uses hospital computer and communication systems for patient meal service.

Assists in training personnel as assigned.

Follows hospital and department policies and procedures.

Performs other duties as assigned.

General Merchandise/Fulfillment

Nordstrom-Chicago, IL

August 2022 to February 2023

Receive, unload freight, unpack and deliver newly arrived merchandise to selling departments

Fulfill customer orders in a timely manner following quality standards

Prepare and ship customer's orders following quality, packing and shipping standards

Utilize inventory management systems to scan, process and research merchandise shipments in accordance with our inventory control processes

Assist in maintaining clean and organized selling floors and stockrooms

Provide general support to the store, e.g. set up special events, organize backroom, markdowns, and relocate store fixtures

Janitorial

NAICS company-Chicago, IL

September 2020 to April 2022

- Sweeping, mopping, dusting, and vacuuming floors
- Sanitizing surfaces and restrooms
- Washing windows and mirrors
- Taking out the trash and recycling
- Collecting and disposing of trash in a proper manner
- Restocking bathrooms and supply closets and Managing cleaning supplies and equipment.

Aircraft Cabin Cleaner/passager Assistance agent

Prospect Airport Services-Cicero, IL

July 2018 to September 2020

Remove all trash from aircraft.

Clean and restock all lavatories.

Clean galley, all seats, seat back pockets, tray tables, and replace soiled magazines. Fold blankets

Vacuum aircraft floors

Wipe down and clean mirrors in lavatories

Clean and remove trash from seat pockets

Replenish seat pockets with airline materials

Replenish Lavatory supplies

Wipe down passenger food trays attached to seats

Clean inside aircraft windows

Pick up trash and clean aircraft cockpit

Wipe down and clean aircraft overhead bins

Arrange seatbelts on seats

Remove and replace audio headsets

Remove and replace headrests and pillows

Correct Handling of International Garbage

Safely and comfortably lift disabled passengers with assistance from one mobility device to or from an aircraft seat

Push passengers in wheelchairs to and from gates

Carry passengers' carry-on luggage

Greet and assist customers upon airport arrival

Assist with checked and claimed luggage

Direct passengers to appropriate security lines at TSA

Assist passengers with any problems, questions, or concerns

Overnight Merchandise Stocker

DhL warehouse-Chicago, IL

June 2016 to April 2018

- Stocking shelves: Restock shelves with new merchandise, and ensure items are labeled and priced correctly
- Inventory: Unload delivery trucks, sort inventory, and update inventory records
- Safety: Follow safety procedures, such as using forklifts or pallet jacks
- Customer service: Help customers find products and answer questions
- Cleaning: Maintain a clean and orderly store environment
- Reporting: Report damages, shoplifting risks, or supply needs to a supervisor

Retail Sales Associate/Customer Service

Marshall clothing store-Chicago, IL

August 2014 to March 2016

- greet customers on the sales floor, offer them assistance and recommend merchandise based on the customer wants and needs.
- Restock and organize shelves on the sale.
- floor
- Handle customer concerns and inquiries
- Maintains inventory of current merchandise levels
- Strong product knowledge and understanding of customer base.
- Provides a safe and clean environment for stock personnel
- Places stock orders as required
- Receives freight, loads, and unloads trucks
- Provides ongoing stock replenishment to the sales floor
- Operate cash register
- Organizes all merchandise for annual inventory
- Notify management of out of stock merchandise
- Assist in stocking of the stores and backrooms
- Assist in trash removal and recycling
- Ensure aisles are neat and area is clean

Utility Associates/ dishwasher

do & co catering-Des Plaines, IL

May 2012 to July 2014

- * Restocks bar and kitchen supplies including chaffing dishes, crock pots, trays, coffee, cups, glasses, etc. in all service areas and other work areas so that health standards are met.
- * Cleans dishware and operates dishwashing machine.
- * Cleans breakrooms/kitchens. Disinfects sinks, countertops, tables, chairs, refrigerators, etc.
- * Assists with cleaning of all lounge areas.
- * Assists with food preparation, including cutting fruit for bar program, when needed.
- * Assists with bussing and cleaning of tables when needed.
- * Empties wastebaskets and recyclables and transports to disposal area.
- * Helps with deliveries by loading and unloading products following the FIFO method.
- * Relies on instructions and pre-established guidelines to perform the functions of the job.
- * Passes and obtains food handler certification and maintains current city and state approved badges and permits, as applicable.
- * Adheres to all local and state health department and other state agency regulations.
- * Assist with the removal of trash throughout lounge, taking to designated disposal areas.
- * Other duties as assigned.

Education

HIGH SCHOOL DIPLOMA

JOHN MARSHALL HIGH SCHOOL

June 2012 to June 2012

Skills

- Food preparation
- Catering
- Detailing
- Snow plowing
- Customer service
- Environmental services
- Warehouse experience
- Pricing
- Communication skills
- English
- Microsoft Word
- Leadership
- Industrial equipment
- Shipping & receiving
- Customer support
- Maintenance
- RF scanner
- Computer skills
- Stocking
- Sales
- Cleaning
- Machining
- Pallet jack
- Food safety
- Microsoft Powerpoint
- Assembly
- Computer operation
- Carpet cleaning
- Organizational skills
- Food handling
- Hospital experience
- Packaging

- Janitorial experience
- Custodial experience

Certifications and Licenses

Driver's License