Determined and dynamic career professional with superb work ethic and integrity. Seeking a challenging and rewarding position, where I may utilize my knowledge and customer service skills.

**Professional Experience**

**Housekeeper**

***Haymarket Center 0*2/2025 – 05/2025**

120 N Sangamon St, Chicago, IL 60607

Supervisor: Kim Watts, 312-226-7984 Ext 542 (may contact)

Salary: $16.20, PT 20 h/w

* Maintained sanitary and infection control procedures on the premises.
* Cleaned rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and other outside areas of the premises.
* Swept, scrubbed, waxed and polished floors, using brooms, mops and power cleaning appliances.
* Vacuumed rugs, carpets, and upholstered furniture.
* Dusted furniture, equipment and other items in offices and other work areas.
* Washed walls, woodwork, and windows as necessary.
* Emptied trash and transports trash and waste to disposal area.
* Replenished bathroom supplies as needed from storage inventory.
* Responsible for safe and proper handling of all cleaning machinery and supplies.
* Maintained all cleaning equipment and supplies required to perform work tasks.
* Performed other work-related duties as assigned.

**Barber**

***First Place Hair* 04/2011 – 08/2014**

5409 W Madison St, Chicago, Il 60644

Supervisor: 773-720-8387

Salary: $18 p/h, PT 30 h/w

* Assisted with bathing, grooming, dressing, toileting, and transferring.
* Prepared meals according to dietary restrictions and assisted with eating.
* Prompted clients to take medications as prescribed.
* Engaged in conversation, playing games, accompanying appointments, and providing social interaction.
* Performed basic cleaning tasks like vacuuming, dusting, and laundry.
* Observed for potential hazards and reporting any concerns to the agency
* Accompanied clients to appointments, errands, or outings
* Maintained accurate records of client care activities

**Mortician**

***Loretto Hospital 01/2012 – 11/2013***

645 S Central Ave, Chicago, IL 60644

Supervisor: (773) 626-4300

Salary: $30 per client, p/h, PT 20 h/w

* Oversee the preparation and care of the remains of people who have died.
* Perform embalming duties, as necessary.
* Consult with families or friends of the deceased to arrange funeral details, such as obituary notice wording, casket selection, or plans for services.
* Remove deceased remains from place of death.
* Contact cemeteries to schedule the opening and closing of graves.
* Plan, schedule, or coordinate funerals, burials, or cremations, arranging details such as floral delivery or the time and place of services.
* Close caskets and lead funeral corteges to churches or burial sites.
* Provide information on funeral service options, products, or merchandise, and maintain a casket display area.
* Offer counsel and comfort to bereaved families or friends.
* Direct preparations and shipment of bodies for out-of-state burial.
* Discuss and negotiate prearranged funerals with clients.
* Maintain financial records, order merchandise, or prepare accounts.
* Provide or arrange transportation between sites for the remains, mourners, pallbearers, clergy, or flowers.
* Arrange for clergy members to perform needed services.
* Plan placement of caskets at funeral sites or place or adjust lights, fixtures, or floral displays.
* Clean funeral home facilities and grounds.
* Manage funeral home operations, including the hiring, training, or supervision of embalmers, funeral attendants, or other staff.
* Inform survivors of benefits for which they may be eligible.
* Arrange for pallbearers or inform pallbearers or honorary groups of their duties.
* Receive or usher people to their seats for services.
* Participate in community activities for funeral home promotion or other purposes.

**Education**

Malcolm X College Chicago, IL