



RUPERT SMITH



Energetic and passionate professional seeking a full-time janitorial position. Looking forward to utilizing my proven skills as well as knowledge to ensure a safe and healthy environment for your patrons. Dedicated employee, possess a strong work ethic with fastidious attention to details.

📍 15/54, Main Square,
Albany, NY

📞 (212)-111-2222

✉️ name@gmail.com

Education

Emma Thompson Community College, Albany, NY.

Relevant Coursework: Principles of Management and Service in Advanced Lodging Operations

- Head of Hispanic Student Association
- Member of Community Service Association
- Basketball team member

Hotel Management Certificate Program, June 2018

Professional Experience

Hotel Four Seasons | Albany, NY | Oct 2018 – Present

Part-time Hotel Janitor

- Awarded “Best Employee of the Year” with a compensation bonus.
- Decreased 15% accidents in a period of six months by working closely with the management staff to identify the high-risk areas. Also, installed new safety measures and procedures.
- Ensured cleaning solutions in accordance with OSHA requirements.
- Carefully managed hazardous chemical for a safe and healthy environment.
- Provided carpet cleaning, vacuuming, floor care, trash removal and restroom cleaning for a hotel of 300+ rooms and 200+ customers per day.
- Worked as a team, following directions from supervisors and adhering to a rotation schedule of assigned quadrants.

Skills

- Efficient in cleaning thoroughly.
- Well-versed in CPR, First Aid.
- Adept in using various hand tools like power drills.
- Fluent in Spanish, Effective communication skills.
- Familiar with MS Office.

