

Sandra Garcia

123 First Street, Dallas, TX 75212
sandra.garcia@email.com
(123) 456-7890

PROFILE

Hard-working high school graduate with volunteer experience in custodial services. Knowledge of cleaning supplies and their applications, as well as local waste disposal and recycling regulations. Able to work independently or with a team, and strong fluency in both Spanish and English.

PROFESSIONAL EXPERIENCE

Custodial Services Volunteer

St. Michael's Church, Dallas, TX | June 2018 - June 2020

- Volunteered with the paid custodial staff to help maintain the church's indoor and outdoor facilities
- Cleaned sanctuary, classrooms, hallways, and restrooms after services
- Prepped sanctuary and chapel for services as needed
- Trimmed bushes and mowed the church's lawn to maintain landscaping
- Periodically monitored people entering and exiting the church

Lawn Mower

Self-Employed, Dallas, TX | June 2019 - June 2020

- Looked after neighbors lawns on a weekly basis
- Mowed lawns and trimmed edges
- Removed items from yards before mowing

EDUCATION

High School Diploma

Dallas High School, Dallas, TX,
September 2016 - June 2020

Participated in the high school's Stage Prep Team for musicals, plays, and concerts

Coursework completed:

- English Composition
- English as a Second Language
- Chemistry
- Computer Science 1

KEY SKILLS

- Knowledge of cleaning supplies
- Familiarity with waste disposal
- Understanding of building security
- Independent worker
- Bilingual in Spanish and English