

Belinda K. Murray
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359 Rice Street, #239, Berwick, ME 03901

Profile

Meticulous, personable Professional Janitor with 10+ years' experience cleaning offices, retail stores and hotels of various sizes. Able to coordinate tasks with others and work independently with efficiency and personal pride.

Professional Experience

Senior Janitor, Berwick Office Works, Berwick, ME

March 2016 – Present

- Developed and implemented new methods of cleaning and sanitizing that have reduced cleaning supply costs by 15% since 2018
- Wash, clean and disinfect water coolers
- Empty and clean waste receptacles
- Assist Janitorial Manager with supervisory responsibilities

Janitor, Tidy Bee Cleaning Services, North Berwick, ME

June 2014 – February 2016

- Cleaned offices and retail stores, including damp mopping, sweeping, vacuuming, dusting and spot cleaning glass
- Cleaned restrooms, restocked dispensers, sanitized toilets, urinals and fixtures
- Stocked and maintained cleaning equipment and supplies
- Monitored and maintained sanitation and organization of assigned areas

Housekeeper, Ogunquit Hotel & Suites, Ogunquit, ME

February 2010 – June 2014

- Responded to guests' special requests for extra towels, linens, cribs and cots
- Removed trash and used linens from guest rooms, remade beds with fresh linens
- Cleaned and sanitized bathrooms in guest rooms and lobby
- Assisted with setting up and cleaning the guest breakfast area

Education

Associate in Science in Business Administration, Southern Maine Community College (Online)

August 2017 – May 2020

General Education Diploma, State of Maine

2012

Key Skills

- Cleaning and sanitation
- Wide knowledge of working with various cleaning chemicals and machines
- Reliability
- Strong interpersonal skills
- Valid driver's license with a clean driving record