



Belinda K. Murray

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.

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Berwick, ME 03901
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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