

Trinity Mathews

Miami, FL 33142

trinitymathews1@gmail.com

786-312-8290

Authorized to work in the US for any employer

Work Experience

Cleaner/Janitor

critical clean - Rochester, NY

September 2020 to November 2020

Contamination control cleaning

Custodian

Workforce Development

July 2018 to June 2019

Safely use cleaning supplies and chemicals to ensure sanitary surfaces.

- Maintain trash bins, floors, and restroom surfaces using top-to-bottom technique.

Cafeteria Worker, Elder Care

Workforce Development

January 2018 to June 2019

Read the lunch menu aloud and prepare lunch trays.

- Assist elderly patients with bingo and other activities.

Caregiver/Personal Assistant

Care.com - Rochester, NY

Education

Bachelor of Arts in Audio Engineering

Full Sail University - Winter Park, FL

January 2021 to Present

High School Diploma in high school grad

integrated arts and technology - Rochester, NY

June 2020

Skills

- Team communications, customer service, house-keepingTelecommunications: using phones, internet, email, Microsoft office, video conferencing software. Health services: taking vitals, patient care, PPE use, medical coding and documentation.
- Workforce Development

- Custodial Experience
- Nursing Home Experience
- Forklift
- Patient Care
- Personal Assistant Experience
- Medical Records
- Recruiting
- Computer Skills (10+ years)
- Time Management (4 years)
- Housekeeping (2 years)
- Telecommunication (1 year)
- Microsoft Office (3 years)
- Microsoft Word (2 years)
- Microsoft Word (5 years)
- Presentation Skills (1 year)
- Vital Signs Experience (1 year)
- Marketing
- Google Analytics
- SEO
- Adobe Photoshop
- Keyword research
- Social media management
- WordPress
- Branding
- Blogging
- Digital Marketing
- English
- Cleaning
- Adobe Creative Suite
- Copywriting
- Web Development
- Content Management
- Salesforce
- Email Marketing
- Google AdWords
- PPC Campaign Management
- Adobe InDesign
- Content Creation
- Facebook Advertising
- User Interface (UI)

- SEM
- Web Design
- Content Development
- Contamination control
- Cleaning Experience
- Data Center Experience
- Aspetic serialization (Less than 1 year)
- Strategic Planning
- Sterilization (Less than 1 year)

Awards

Attendance

Certifications and Licenses

Forklift Certified

October 2020 to Present

nys security 8hr unarmed

CNA Certified Nursing Assistant grad

First Aid