

Dionna Goodwin

CLEANER - HANDY

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To establish myself in a challenging position that would provide me with an opportunity to demonstrate my skills and abilities, for continued career growth. Ultimately apply newfound information and knowledge to become a greater asset to your company.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

CLEANER

HANDY-Chicago, IL

December 2015 to Present

Emptying waste bins or similar receptacles, transporting waste material to designated collection points.

- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops.
- Suction cleaning carpeted areas and "spot" cleaning carpets.
- Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
- Using electrically powered pick up machines.
- To clean toilets, urinals, hand basins, sinks, baths, showers and drinking fountains.
- To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programs.
- To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments.

Cashier

JEWEL'S-Chicago, IL

July 2015 to December 2015

Receive payment by cash, check, credit cards, vouchers, or automatic debits.

- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Greet customers entering establishments
- Maintain clean and orderly checkout areas.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

Child Care Provider Asst

Creative Mansion Children Academy-Chicago, IL

June 2014 to August 2015

Observe and monitor children's play activities.

- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.

Inventory Clerk

Kinye Femme Boutique-Chicago, IL
October 2012 to April 2014

Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.

- Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
- Performs routine clerical duties, including data entry, answering telephones, and assisting customers.
- Performs miscellaneous job-related duties as assigned.
- May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.

Education

General studies

Curie Metropolitan H.S. - Chicago, IL
June 2016

A.A.S in Health Information

Kaplan University

Skills

- 65 wpm (Less than 1 year)
- Customer Service
- Excellent customer service skills (Less than 1 year)
- RECEPTIONIST (Less than 1 year)
- RETAIL SALES (Less than 1 year)
- Retail sales
- Cash register
- Sales
- Cash handling
- Customer service
- Security
- Childcare
- Typing
- Purchasing

- Teaching
- English
- Communication skills

Assessments

Early childhood development — Completed

December 2021

Knowledge of the development of children ages 0-3 and of ways to foster that development

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

- Team player and capable of performing well under stress while maintaining a professional attitude
- Self-motivated and able to multi task effectively according to rules and regulations
- Typing 65 wpm and Strong PC skills (all Microsoft products)
- Excellent customer service skills (external and internal customers)