

WILLIAM JONES

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Objective

To obtain an entry-level position in which I can utilize my skills and experience.

Skills

Dedicated to quality work. Willing to learn as well as assist others. Experience working with diverse populations. Able to work with others toward a team goal. Able to follow directions. Dependable - can work without supervision. Enjoy working with people. Able to recognize client needs, and meet them.

Experience

Two years experience in property maintenance and repair for residential properties. Repaired and installed drywall. Refurbished hardwood floors. Performed minor and routine painting.

Two years experience providing janitorial services. Swept, mopped, scrubbed and vacuumed hallways, stairs and office space. Emptied trash and garbage containers. Cleaned and sanitized equipment and furniture. Cleaned snow and debris from sidewalk.

Certifications

"Making it Work" Job Readiness Program (November 2008)

References

Available upon request