

## Samantha Flynn

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### Professional Summary

over the years i have held a variety of positions both in personal homes and company facilities. no matter the position i have always had daily interaction with customers/clients/residents and pride myself with excellent customer service and personal skills. i greatly enjoy all aspects of the job that lets me interact with people and assist them with any needs they may have. i have exceptional attention to detail no matter the task.

### Skills

- Clerical
- Complex Problem Solving
- Time Management
- Judgment and Decision Making
- Persuasion
- Food safety compliance
- Punctual and reliable

### work history

office manager  
J&M Painting and Drywall  
Kansas City, Mo  
September 2013- September 2014

- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department
- Responded to a high-volume of client email requests.
- Answered and returned customer calls.
- scheduling appointments
- Plan, administer and control budgets for contracts, equipment and supplies.
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Housekeeper and cook  
Brooke dale Senior Living  
Eagan, MN  
September 2012- June 2013

- Disinfect equipment and supplies, using germicides or steam-operated sterilizers.
- Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Clean rugs, carpets, upholstered furniture, using vacuum cleaners and shampoos.

- Dust and polish furniture and equipment.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Request repair services and wait for repair workers to arrive.
- Wash windows, walls, ceilings, and woodwork, polishing as necessary.
- Plan menus and cook and serve meals and refreshments following employer's instructions or own methods.
- Reduced shrink and prevented spoilage by properly storing food in designated containers and refrigerated areas.
- Adhered to sanitation, health, and safety standards in preparing and serving a range of food and beverages.
- Prepared food according to menu descriptions, nutritional restrictions, and portion specifications.
- Adhered to kitchen sanitation and food quality standards at all times.
- Maintained proper temperatures for hot and cold foods.
- Precisely weighed, measured, and combined ingredients according to recipes.
- Altered dishes to accommodate customer food allergies and dietary needs.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, and other work areas so that health standards are met.

Housekeeper and nanny  
 Mr & Mrs Barieka  
 July 2006- October 2010

- Help prepare and serve nutritionally balanced meals and snacks for children.
- Meet regularly with parents to discuss children's activities and development.
- Model appropriate social behaviors and encourage concern for others to cultivate development of interpersonal relationships and communication skills.
- Organize and conduct age-appropriate recreational activities, such as games, arts and crafts, sports, walks, and play dates.
- Observe children's behavior for irregularities, take temperature, transport children to doctor, or administer medications, as directed, to maintain children's health.
- Help develop or monitor family schedule.
- Work with parents to develop and implement discipline programs to promote desirable child behavior.
- Supervise and assist with homework.
- Transport children to schools, social outings, and medical appointments.
- Perform housekeeping and cleaning duties related to children's care.
- Keep records of play, meal schedules, and bill payment.
- Remove hazards and develop appropriate boundaries and rules to create a safe environment for children.
- Wash dishes and clean kitchens, cooking utensils, and silverware.

- Sort clothing and other articles, load washing machines, and iron and fold dried items.
- Run errands, such as taking laundry to the cleaners and buying groceries.
- Move and arrange furniture and turn mattresses.
- Purchase or order groceries and household supplies to keep kitchens stocked and record expenditures.
- Regulate children's rest periods and nap schedules.

## Education

Hamilton High School chandler , az

High School Diploma Jun 2005

Minneapolis Community and Technical Collegeminneapolis , mn

Associate of Applied Science, pre nursing