

Marlene R. Burress

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Thornton, Colorado 80260

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OBJECTIVE:

To obtain permanent, long-time employment with a stable company where I can grow personally and professionally.

PROFESSIONAL PROFILE:

Three years as Dietary Aide/Tray Line in a hospital setting.

Eight years of housekeeping environmental services. Duties included making beds, replenishing linens, cleaning and vacuuming of rooms, hallways, and common areas. Institutional housekeeping program to ensure clean, orderly and attractive conditions of establishment. Submitted work orders to management of recommendations for painting, repairs, furnishings and relocation of equipment. Coordinated activities and filled in where needed in case of emergency or staff shortage. Knowledge of proper chemical handling. Ability to perform assigned duties with attention to detail, speed, accuracy, courtesy and am able to work with minimal supervision. Responsible for reporting any maintenance deficiencies. Proper handling of employee or guest requests or complaints. Ability to ensure confidentiality and security of guest rooms. Provides excellent customer service. Willing to go above and beyond job description.

WORK HISTORY:

10/2009 – 4/2012 Sodexo/St. Anthony North Hospital Westminster, CO
Dietary Aide/Tray Line

- Responsible for delivery of food to patients and staff members.

2/2000 – 9/2008 North Valley Rehab Hospital Thornton, CO
Housekeeping/Laundry

- Responsible for cleaning offices and patient rooms; making beds; replenishing linens; laundry duties.

9/1995 – 6/1999 Medi-Plex Hospital Thornton, CO
Housekeeping/Laundry

- Responsible for cleaning patient rooms, replenishing linens and toiletries; laundry duties.

9/1994 – 7/1995 Olan Mills Portrait Studio Thornton, CO
Portrait Sales

- Set up appointments and sold portrait packages over the phone.

9/1990 – 7/92 Biggs Hyper Market Thornton, CO
Customer Service

- Provided exceptional customer service in person and on the phone.

EDUCATION:

Highland High School High School Diploma

Thornton, CO