

Cristina Ramirez

Custodian II - CU Campus

Federal Heights, CO 80260

cristinaramirez946_s4o@indeedemail.com

720-2978083

I am bilingual.

Authorized to work in the US for any employer

Work Experience

Custodian II

CU Campus - Boulder, CO

September 2016 to December 2017

Custodial Supervisor

IBM - Boulder, CO

September 1996 to 2012

Certified and insured in driving company vehicles within the campus from building to building

Education

High school or equivalent

Skills

Outlook, Famis kronos, (10+ years), Cleaning, Housekeeping, Painting, Receptionist, Management

Additional Information

- Experienced team leader with proven supervisory skills
- Bilingual, fluent in Spanish reading, writing and speaking
- Custodial duties to include the following: mopping, trash removal, washing windows, and all types and overall general cleaning
- Floor care to include but not limited to the following: buffing, stripping, waxing, shampooing of carpets, operations of floor machines such as buffers, low and high speed carpet extractor
- Excellent communication skills
- Ability to climb ladders
- Safety and quality oriented and ensuring that the job is done correctly
- Ensuring buildings doors and windows are locked and secure when leaving premises
- Removal of snow and usage of ice melt when necessary to make it safe for all persons
- Knowledge of chemical usage for specific duties being cleaned
- Ordering supplies biweekly and completing inventory when supplies arrive

- Distribution of supplies and stocking proper areas and storage closets
- Team player and training new employees on procedures needed to perform job
- Wash and fold rags and dust mops when necessary
- Schedule employees for specific area and oversee their work ensuring attention to detail
- Complete and review time cards for processing, check e-mails, follow-up on complaints and resolving them
- Calling in work orders to operations when there is need to have items such as plumbing issues, towel dispensers are not working properly and other operational items
- Knowledge of MSDS (Material Safety Data Sheets) and PPE (Personal Protection Equipment)
- Follow and comply with OSHA regulations
- Ability to troubleshoot issues/problems
- Disinfecting and sanitizing all common areas used by all personnel
- Assign and inventory keys prior to day's work and before end of shift
- Prepare daily assessment reports and time cards review for accuracy
- Document all disciplinary actions taken and basic computer skills
- Close work orders when completed and inspection prior to closing