

Faithe Clarke

Certified Custodial Technician

Fort Collins, CO

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Seeking a opportunity to work in an environment that allows me to utilize my knowledge, experience and ambition in the workplace.

Authorized to work in the US for any employer

Work Experience

Comercial cleaner

self-employed - Timnath, CO

October 2021 to Present

I clean one business, three times a week. I work by myself.

- Floor care, floor machine
- Restrooms
- Windows
- Trash
- Disinfecting surfaces

Caretaker

self-employed - Fort Collins, CO

March 2020 to Present

I caretake for a elderly woman on a daily basis.

- Housekeeping to include- Kitchen, bathroom, laundry, carpet cleaning, etc.
- Running errands/ shopping
- Light maintenance
- Medication control

Custodial Technician

OFFICE ONE CLEANING - Winona, MN

October 2017 to August 2019

I provided detailed, professional cleaning of two Dental Clinics. Duties include proper dilution ratio's for chemical solution prep. Dusting, window cleaning, sanitizing all surfaces, trash removal, carpet and hard floor care.

Cleaning solutions and supply inventory, ordering

I held the keys to these two clinics and worked alone.

Shipping and Receiving

Harley-Davidson Shop of Winona - Winona, MN

February 2017 to January 2018

I was responsible for incoming Freight. For invoicing and inventory of all merchandise. 4 the disbursement of merchandise to the proper area.

Proper packaging of outgoing merchandise.
Proficient in computer systems, and Lightspeed receiving computer system.
Answering multi-line phones, customer service.
Also responsible for office duties such as filing, computer entry, and faxing.

Canine adoption counselor

PTCC (Trained Canine Companions) - Cañon City, CO
January 2014 to December 2014

I had a broad range of duties which included:

Office duties- Posting available canines on the adoption site, Taking and making phone calls for inquiries about available canines, setting appointment for a interview, completing all necessary paper work to complete a adoption, or the intake of a canine into training, filing, faxing, mailing paper work/ documents.
Picking up canines to be boarded into training
Conducted interviews between potential adopters and canines
Handling of canines before and after training, using the training with the canines to make sure they are ready for adoption.

Education

Certificate in Custodial Technician

Colorado Education Center - Pueblo, CO
June 2014

GED

Colorado State University - Fort Collins, CO
January 2001

Skills

- Window cleaning, Floor care of all types, Chemical mixing dilution ratios, OSHA, MSDS knowledge (5 years)
- Shipping And Receiving (1 year)
- Office Applications (3 years)
- Warehouse Associate
- Receptionist
- Filing
- Scheduling
- Customer Service Skills
- Inventory
- Clerical
- Hotel Experience
- Data Entry
- Management
- Microsoft Word

- Organizational Skills
- Microsoft Office
- Front Desk
- Hospitality Experience
- Cleaning Experience
- Multi-line Phone Systems
- Commercial Cleaning
- Buffing
- Laundry
- Freight Experience
- Custodial Experience
- Housekeeping Management
- Guest Services
- Supervising Experience
- Leadership
- Load & Unload
- Gardening

Certifications and Licenses

Custodial Technician Certificate

Present

Received my Certificate after a 8 month course.

Completed July 2014

Colorado Education Center

Assessments

Merchandise & Supply Storage Skills — Expert

January 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [Expert](#)

Work style: Reliability — Proficient

August 2019

Tendency to be dependable and come to work

Full results: [Proficient](#)

Warehouse associate — Highly Proficient

November 2019

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Highly Proficient](#)

Work style: Conscientiousness — Expert

November 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Expert](#)

Front desk agent (hotel) — Expert

November 2019

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Expert](#)

Cleaner fit — Highly Proficient

July 2020

Measures the traits that are important for successful cleaners

Full results: [Highly Proficient](#)

Customer focus & orientation — Highly Proficient

January 2021

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Work motivation — Highly Proficient

May 2020

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

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

Additional Information

SKILLS

- Gardening
- Computer and office duties knowledgeable
- Canine handling
- Knowledgeable in dilution ratio's
- Window cleaning
- Floor care of all types
- UPS shipping systems
- OSHA, MSDS knowledge