

Lisa Whitlock
2522 Michael St.
Wonder Lake, Il. 60097
Cell: (732)688-0269

Education

- Howell High School
 - o 2009-2011
- McHenry West High School
 - o 2011-2012
 - o Graduated 2012
- Brookdale Community College
 - o 2012-2013
 - o Credits in Liberal Arts, Psychology, and Criminal Justice

Employment History

The Fountains of Crystal Lake: 965 Brighton Cir., Crystal Lake, Illinois 60012
(815)455-8400
October 5, 2014- Present

- Duties
 - o Clean residences
 - o Help the residents with various tasks
 - o Chemical handling
 - o Work with patient confidentiality (HIPPA)
 - o Material organization
 - o Linen cleaning and folding
 - o Cleanliness of common areas
 - Restocking all common areas with toiletries
 - o Move-in, move-out cleaning.
 - Deep cleaning of residential rooms after/before moves
- Acquired Skills
 - o Self-awareness
 - Caution with unstable residents
 - Awareness and protection against health risks and sickness via signs/symptoms and protection against them
 - o Physical Ability
 - Heavy lifting, pulling, and pushing
 - On foot for most of the day
 - o Interpersonal communication
 - Interacting with residents, guests, and coworkers
 - Building connections with residents and their family members
 - Communicating with unhappy residents and mediating compromises
 - Helping with various small tasks that the residents are physically or mentally unable to perform
 - o Teamwork
 - Networking within other departments to carry out tasks
 - Bringing departments together to make the community flow

Michaels: 2244 N Richmond Rd., McHenry, Illinois 60050

(815)578-9529

September 2014-February 2015

Inventory Management/Cashier

- Duties
 - o Stock shelves
 - o Keep track of inventory
 - o Merchandise order requests
 - o Handling customer transactions
 - o Navigating computer system
 - o Answering and handling incoming customer calls
- Skills
 - o Merchandising and organizing large scale marketing and advertising campaigns within the store
 - o Keeping track of products and placement of temporary product advertising locations

You've Got Maids: 205 US Highway 9 Ste.36 Freehold, New Jersey. 07728

(732)686-6243

October 2013-April 2014

Residential Cleaning Supervisor

- Duties
 - o Handling various cleaning supplies
 - o Loading and unloading commercial vehicles
 - o Liaison between company and customers
 - o Organizing and delegating duties for employees at each residence
 - o Handling personal transactions
- Skills
 - o Time management
 - o Organization
 - o Leadership
 - o Communication
 - o Detail oriented
 - Adhering to standards for the work of both self and other employees

Domino's Pizza: 4318 US Highway 9, Howell, New Jersey 07731

(732)901-7300

June 2012-August 2012

Delivery Driver/Kitchen Worker

- Duties
 - o Preparing food
 - o Kitchen preparations and clean-up
 - o Delivery to customer
 - o Knowledge of surrounding areas
- Skills

- o Self-management
- o Timeliness
- o Safe operation of motor vehicles

Target: 4955 US Highway 9, Howell, New Jersey 07731
(732)363-4182
September 2012- August 2013

Cashier

- Duties
 - o Handling transactions
 - o Ensuring customer satisfaction
 - o Stocking front-end
 - o Clean and organize work station
 - o Knowledge of policies
- Skills
 - o Communication
 - o Asset protection
 - o Handling a variety of customers