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## Building Porter Resume

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### Job Objective

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An experienced and passionate Building Porter seeking employment in a reputed firm.

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### Highlights of Qualifications:

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- Strong experience in housekeeping industry
  - Sound knowledge of housekeeping practices
  - Familiarity with building structures
  - Proficient with customer service operations
  - Wide knowledge of building cleaning and carpet cleaning
  - Ability to perform carpet cleaning and waxing
  - Ability to stand and walk for long periods
  - Ability to lift up to 25-50 pounds
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### Professional Experience:

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#### Building Porter

Simpson Property Group, Manchester, MO

August 2007 – Present

- Inspected buildings for any repairs and maintenance problems.
- Maintained hallways and stairwells clean.
- Repaired doors and windows.
- Emptied trash and replaced disposable items.
- Checked rest rooms periodically to ensure cleanliness.
- Cleaned mirrors, sinks and counters.

#### Building Porter

The Continental Group, Manchester, MO

May 2004 – July 2007

- Maintained the building clean and safe.
  - Inspected elevators, glass doors, offices and work rooms.
  - Maintained and stocked janitor closets.
  - Assisted in event set-up as requested by Supervisor.
  - Provided special assistance to other departments when needed.
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### Education:

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#### High School Diploma

Teton High School, Driggs, ID

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