Joan Mortel Bojocan

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Objective:

To be a part of a prestigious company which can be a great help for continuous progress and to make a strong contribution to an organizational goal through continued development of professional skills,at the same time to gain additional experience and knowledge.

Education:

Bachelor of Secondary Education Major in English
Philippine Christian University
Manila *1999 - 2004*

Romblon College of Fisheries and Forestry
Romblon *1994 - 1998*

Skills:

- Computer Literate (MS Office)
- Compassionate care
- Work independently and collaboratively
- Empathy and Compassion
- Ability to carefully read and follow directions
- Flexibility in work duties and schedule
- Good teamwork skills
- Ability to lift heavy equipment
- Easily adjusts to different work environments and shifts
- Adaptability
- Can work even under minimum supervision
- Excellent physical stamina and the ability to multitask
- Highly Motivated and Good Listening
- Capability to Work under Pressure
- Ability to prioritize and multitask

Experience:

Environment Service Attendant - Paranaque City
Solaire Resorts and Casino *January 16, 2013 - Present*

- Cleans, moves furniture, equipment and supplies in and around in an orderly and sanitary manner
- Sweeps, mops, vacuums floors, shampoos carpets, and damp dusts furniture
- Wash walls, ceiling tiles, vents, windows inside and out, and window screens, light fixtures, and other high dusting requiring a ladder.
- Take care of garbage and medical waste and follow proper procedure on packing needle containers.
- Completes regular house cleans in an assigned area, using proper procedures. Replenishes supplies as needed.
- Observes safety rules and reports safety and health hazards to supervisor.
- Operates all equipment in a correct, safe manner and cleans equipment after each use.
- Maintains neat and clean work and storage areas.
- Employee understands and demonstrates the importance of satisfying the needs of the customer/patient by interacting with him/her in a friendly and caring way, being attentive to the customer's needs, both psychologically and physically, and by taking the initiative to maintain communication with the customer in order to provide a secure and pleasant experience.

Public Area Attendant - Pasay City
Marriott Hotel *June 14, 2010 - January 6, 2013*

- Keep the front entrance free of debris and garbage.
- Dust lobby furniture and other surfaces (low/high dusting).
- Clean restrooms thoroughly, including washing sinks, toilets, urinals, exposed pipes and doors.
- Clean fitness center, dust all equipment, empty trash, replace and replenish towels and amenities.
- Clean the locker room.
- Pick up around the pool area, restock with towels, arrange pool furniture.
- Ensure housekeeper carts and closets are stocked and organized
- Empty dirty linen and trash from housekeeping carts and take them to the appropriate location.
- Checks with housekeepers to ensure they have supplies
- Monitor hallways and walls for scuff marks and remove.
- Restock all supplies.
- Clean windows, doors, elevator panels, and floor.
- Follow proper lost and found procedures for guest items left behind.
- Report any items in need of repair.
- Follow all safety procedures while working.