

# MARCELINO S, JUGO

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## CONTACT



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40 A, Mabini Street, Sabang Baliwag,  
Bulacan, PHILLIPINES

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## SKILLS

- Computer Literate
  - Internet Research
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## EDUCATION

### Bachelor of Science in Commerce

#### St, Augustine College

2000-2004

Poblacion, Baliwag, Bulacan, Phillipines

### Holy Cross College

1996-2000

Sta, Rosa Nueva Ecija Phillipines

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## LANGUAGES

English

## PROFESSIONAL SUMMARY:

Reliable and experienced Housekeeper with over ten years of experience maintaining the cleanliness and organization of building and offices. Skilled at performing basic cleaning duties, deep sanitation, and tending to general housekeeping task in a time efficient manner. Committed to providing excellent services and satisfaction.

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## WORK EXPERIENCE:

### Housekeeping Services Assistant

Baliwag Water District

2011-current

- Dusting and polishing furniture and fixtures
- Cleaning and sanitizing toilets, showers/bathtubs, counter tops, and sinks
- Maintaining a clean and sanitary kitchen area
- Washing windows
- Vacuuming and cleaning carpets and rugs
- Sweeping/vacuuming, polishing, and mopping hard floors
- Using any cleaning equipment such as vacuums, mops, and other cleaning tools
- Keeping bathrooms stocked with clean linens, toiletries, and other supplies
- Cleaning mirrors and other glass surfaces
- Emptying trash receptacles and disposing of waste
- Steaming and cleaning draperies
- Improved operations through consistent hard work and dedicaion.
- Washing blinds
- Tidying up rooms
- Monitoring cleaning supplies and ordering more as needed
- Reporting any necessary repairs or replacements

### Kitchen Crew

Greenwich (Fast Food Chain)

2006-2008

- Spreading the toppings in the pizza crust, cleaning the utensil and washing the dishes.
  - To maintain the cleanliness of the are station and cleaning the floor of kitchen during closing.
  - Cleaned and sanitized dishes and utensils, consistently keeping adequate supplies on hand for expected customer loads.
  - Learned other teammates' work tasks to train as backup.
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