

Machaela Washington-Burrell

OBJECTIVE:

To obtain and maintain a job that strengthens my abilities and offers work experience sufficient to my future.

EMPLOYMENT:

Housing Authority City Milwaukee

June 2019 - August 2019

- Answering and directing phone calls
- Maintaining filing systems
- Compiling records of office activities

Clerical Assistant
Summer Job

- Coordinating work flow

Earn and Learn / Milwaukee County Parks

June 2019 - December 2019

- Pick up trash on the assigned park grounds
- Perform routing cleaning tasks based on a schedule created by the facility management team
- Remove leaves and other debris from around the pool area
- Make sure there is no glass around any pools
- Dispose of trash in the appropriate place

Custodial Worker
Summer Job

Housing Authority City Milwaukee

June 2018 - August 2018

- Checking and entering data
- Keeping office area neat and tidy
- Taking and distributing messages
- Photocopying, scanning, and faxing
- Reviewing files and records to answer requests for information

Clerical Assistant
Summer Job

Housing Authority City of Milwaukee

June 2017 - August 2017

- Clean tables on the assigned floors of the building
- Vacuum the carpeted hallways and main entry way
- Pick up trash outside the building
- Wipe interior and exterior of windows
- Perform routing cleaning tasks based on a schedule created by the facility management team

Custodial Worker
Summer Job

EXPERIENCE:

- Knowledge of relevant software applications including MS Office
- Cleaning areas to sanitary standards
- Accurate keyboard skills
- Proficient in use of email and internet
- Knowledge of office management systems and procedures

EDUCATION:

Milwaukee Collegiate Academy

Expected Graduation: Diploma May 2021