

# Arnisa Schaffer

503 W 65th st #2

Chicago, IL 60621

Email: arnisaschaffer36@gmail.com

Phone: (773) 648-5917

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## **Objective:**

To obtain employment in a positive work environment utilize my skills in a growing position and become a great asset to your company. Allowing me to gain a high level of knowledge and experience.

## **Education:**

September 1990 – **Dewitt Cregier High School**

June 1994 High School Diploma

## **Experience:**

July 2016- **Chicago Public Schools**

Present Janitorial

- Clean school floors by sweeping, mopping, or vacuuming them to maintain a clean environment
- Move furniture, equipment, and supplies
- Gather and empty trash from all classrooms and offices
- Restock any supplies needed in bathrooms or classrooms

September 2014 – **Chicago Public Schools**

September 2015 Lunchroom Attendant

- Assisted in preparation and serving food and the sanitation of food service facilities equipment
- Maintained a clean environment throughout the lunchroom
- Performed related duties as required

November 2011 – **Andy Frain Security (Temp)**

June 2014 Security Guard (Perc Card)

- Patrolled premises of residences to detect suspicious activity
- Assisted with any questions visitors had
- Assisted tenants, signed visitors in and out on log sheet to prevent unauthorized visitors, and monitored the CCTV

## **Computer Skills:**

Microsoft Suite Software: Word, Excel, and Powerpoint