

Leigh Hall

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PROFILE

I always give 100% into everything I do and am always willing to try and learn new things. I am fairly flexible and have excellent time keeping skills. As a mother of two I face different challenges every day. I find myself to be a people person and feel I am easily approachable. I have had a Full clean uk driving licence since 2005.

EXPERIENCE

Cleaning specialist, access cleaning, Middleton — Feb 2012 - Jan 2017

Maintaining of the public areas within a community of blocks of apartments in a busy city centre. I was responsible for 2 blocks with 10 floors in each cleaning all areas maintaining the building and disposal of all rubbish.

Housekeeper, Macdonald hotel, Manchester — August 2011 - Jan 2012

General housekeeping of the rooms and suites within the hotel. Making sure the rooms were ready for continuing use. Changing of beds and towels. During a changeover I was responsible for 10 rooms within a set turnover time.

Administrator, Westbourne civil engineering, wilmslow — July 2010 - July 2011

Duties included handling of orders, upkeep of paperwork and filing, making and receiving phone calls and handling the reception dealing with public enquiries.

Warehouse operative, Jd Williams, Castleton — Sept 2003 - June 2010

Duties included picking and packing customer orders and dealing with returns. Following paperwork and procedures and documenting actions taken within the warehouse. General health and safety and cleaning training provided.

Store assistant, streetwise sports, Oldham — June 2001 - Aug 2003

Duties included the maintaining of the shop floor, serving customers and general money handling and cleaning within the store.

EDUCATION

Queen Elizabeth High school, Middleton — 1997 - 2002

9 G.C.S.E's at grade A-C including both English's, Mathematics and 3 sciences.

Training

General health and safety

General cleaning duties and COSHH