

Cathy Watkins

Cathyw720@gmail.com

439 Church Road Apt 1104 T Sicklerville, NJ 08081 Phone: (856) 361-3117

Education

Pennco Tech

March 2010-June 2012

Medical Assistant Associates Degree

Far Rockaway High School

September 1977-June 1981

High School Diploma

Work Experience

Camden County Educational Commission Services

Clementon, NJ

Teacher's Assistant

September 2014-Present

- Deeply committed to supporting teachers and students within special education
- Patient, upbeat and creative in tailoring instruction to meet individuals
- Independent classroom aide requiring minimal teacher direction

AllBrite Maintenance

Cherry Hill, NJ

Custodian

February 2017- April 2018

- Cleaning assignments included but not limited to: cleaning and waxing floors, stairs, windows, restrooms, doors and fixtures, removing trash and recyclables in doctor's office
- Respond to emergency work order request as required
- Maintained regulatory compliance with policies and procedures on safety measures
- Have complete knowledge of cleaning methods, and the utilization of automatic cleaning equipment

Ancora Psychiatric Hospital

Hammononton, NJ

Custodian

July 2014- May 2016

- Cleaning assignments included: cleaning nurse's station, patient restrooms emptying trash, buffing floors
- Helped develop cleaning checklist that elevated consistency of custodial activities through the hospital

Skills

- Particularly effective in cleaning, mopping, dusting, floor polishing and laundry task.
- Maintaining cleanliness of hospitals/doctor's offices, meeting rooms, kitchens, restrooms, etc
- Keeping the company's environment clean
- Excellent written and verbal communication