

# Leonte Mayhew

Bartlesville, OK 74006

[leonte.mayhew@yahoo.com](mailto:leonte.mayhew@yahoo.com)

+1 918 766 6008

I will get back into school for Spring of 2022 and get my Associates in Business management. From there I will work on getting certificates and also a job related to the field. The next step I am going to transition from janitorial work to be work with my tribe of the Cherokee Nations to give back and serve my tribe with the education I plan to receive.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

---

### **Janitorial Worker**

Multi-Clean - Bartlesville, OK

March 2021 to Present

Janitorial work at a Manufacturing facility - includes dust mopping, taking out trash, and mopping along with other cleaning needs.

### **Environmental Services**

The Price Tower - Bartlesville, OK

August 2019 to October 2020

Cleaning the entire 18 floors of the building , including office spaces and hotel rooms, laundry and other Evs needs .

### **Spears Manufacture / Line Cutter**

Spears Manufacturing Company - Caney, KS

May 2017 to July 2019

Cutting pvc pipe parts on several different assembly lines. Assisted with other different lines as well.

### **Housekeeper**

Fairfield inn & suites marriot - Bartlesville, OK

August 2013 to February 2017

Cleaning rooms , talking to guests , & making sure the hotel was spotless.

## Education

---

### **N/A in Business administration**

Haskell Indian Nations University - Lawrence, KS

August 2013 to January 2015

### **High school diploma**

Bartlesville High School - Bartlesville, OK

## Skills

---

- Certificate of Records Management (2 years)
- Front Desk
- Guest Service
- Customer Service
- Hospital Experience
- Environmental Services
- Office Management

## Assessments

---

### **Customer Focus & Orientation — Highly Proficient**

November 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

### **Scheduling — Proficient**

November 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

### **Work motivation — Highly Proficient**

April 2021

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

### **Work style: Reliability — Expert**

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Expert](#)

### **Basic attention to detail — Proficient**

September 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.