

# OLIVIA SMITH

Building Cleaner

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## PROFESSIONAL SUMMARY

Dedicated Building Cleaner with 7 years of experience in maintaining pristine environments. Skilled in executing comprehensive cleaning tasks, including floor care, restroom sanitation, and waste management. Committed to upholding safety standards and fostering a clean, organized atmosphere for all occupants.

## WORK EXPERIENCE

Building Cleaner Jan / 2020-Ongoing  
Quantum Solutions LLC Phoenix, AZ

- 1. Executed thorough cleaning of all building areas, including restrooms, offices, and common spaces to ensure high cleanliness standards.
- 2. Managed waste disposal and recycling processes to maintain a safe and tidy environment.
- 3. Operated cleaning equipment, including floor buffers and vacuums, enhancing floor appearance and hygiene.
- 4. Performed regular inspections to identify maintenance needs and report issues to management.
- 5. Trained new staff on cleaning protocols and safety measures to boost team efficiency.
- 6. Implemented a systematic approach to cleaning tasks, reducing time spent on routine duties.
- 7. Maintained inventory of cleaning supplies and equipment, ensuring availability for daily operations.

Building Cleaner Jan / 2018-Jan / 2020  
Cactus Creek Solutions Phoenix, AZ

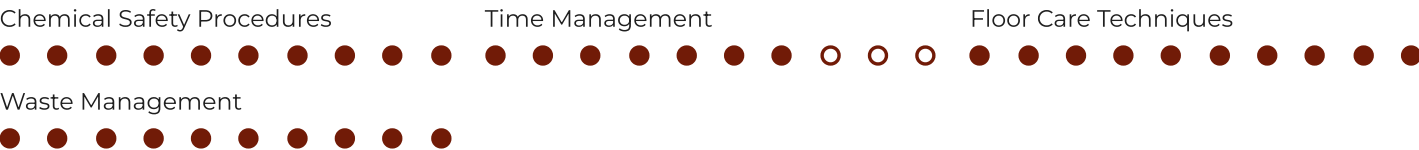
- 1. Followed strict safety protocols while using chemical cleaners and machinery to prevent accidents.
- 2. Monitored security by ensuring all doors were locked and reporting suspicious activities.
- 3. Communicated with management regarding necessary repairs and maintenance for building systems.
- 4. Ensured compliance with health and safety regulations during cleaning operations.
- 5. Collaborated with team members on special projects to enhance overall building maintenance.

## EDUCATION

Diploma in Facility Management Jan / 2016-Jan / 2018  
Greenwood Community College Chicago, IL

Focused on effective management of facilities including cleaning protocols and safety standards.

## SKILLS



## ACHIEVEMENTS

- Improved cleaning efficiency by 30% through effective task prioritization.
- Successfully maintained a 100% safety compliance rating during audits.