

Objective

A hard working individual that is very determined. A quick learner and can do just about anything. Well rounded in Microsoft office. A people person, I can talk to anyone and I am very focused on doing what I am supposed to do the correct way.

Skills

Microsoft Office, Communication , Answering Phones.

Work Experience

EVS Manager

ABC Corporation - June 2012 – 2013

- Scheduled employees.
- Provided on-site training.
- Resolved issues from staff and patients.
- Ordered supplies, Assigned tasks.
- Inspected employees work.
- Responsible for the cleanliness and infection control of the entire hospital during my shift.
- Attended and participated in all leadership meetings and in-services, hold monthly staff meetings and education of all staff on my shift to new products, and procedures.

EVS Manager

Delta Corporation - 2008 – 2012

- Hiring, training, scheduling, rounding, ensure hospital meets all compliances.
- Managed housekeeping team for large hospital Maintained training of housekeeping staff and worked one on one with them to educate on cleaning .
- Manage a team of 25 housekeepers and floor techs.
- Oversee the laundry, housekeeping, and maintenance departments making sure that the daily tasks are being completed by all the staff and that all .
- The other duties I am responsible for are as followed but not limited to; payroll, attendance, scheduling, hiring, billing, administrative work, .
- Manage the EVS cleaning crew of the casino, Entered the time for payroll., Supervise heavy cleaning of the casino.
- Conducted daily inspections, patient and customer surveys to ensure cleaning is performed to Columbia Healthcare Systems standards.

Education

Bachelors