



AMELIA MOORE

Lead Janitorial Manager

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Inventory Control



Cleaning Equipment Management



Team Leadership



Time Management



Budgeting Skills



Cleaning Techniques



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🧘 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English

Dutch

Polish

🌟 ACHIEVEMENTS

🌟 Implemented a training program that improved staff efficiency by 25%.

🌟 Reduced cleaning supply costs by 15% through effective inventory management.

👤 PROFESSIONAL SUMMARY

Accomplished Lead Janitorial Manager with 7 years of expertise in managing extensive custodial teams and ensuring high standards of cleanliness and safety. Adept at implementing training programs and operational strategies that enhance efficiency and service quality. Passionate about creating a hygienic, secure, and inviting environment for all stakeholders.

💼 WORK EXPERIENCE

Lead Janitorial Manager

📅 Mar / 2020-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Oversaw daily custodial operations across multiple facilities, ensuring compliance with safety and cleanliness standards.
2. Developed and implemented training protocols for new hires, enhancing team performance and service delivery.
3. Conducted regular inspections to maintain high-quality standards and identify areas for improvement.
4. Managed inventory of cleaning supplies and equipment, optimizing resource allocation and reducing costs.
5. Collaborated with management to create efficient cleaning schedules aligned with facility usage.
6. Addressed and resolved customer inquiries and concerns regarding cleanliness and service quality.
7. Led safety compliance initiatives, ensuring adherence to OSHA and EPA regulations at all sites.

Janitorial Manager

📅 Mar / 2018-Mar / 2020

Lakeside Apparel Co

📍 Chicago, IL

1. Supervised a team of 40 custodial staff, conducting performance evaluations and managing payroll.
2. Implemented deep cleaning protocols that enhanced the appearance of commercial buildings.
3. Coordinated supply orders and inventory management to ensure operational efficiency.
4. Trained team members on the proper use of cleaning equipment and safety procedures.
5. Facilitated daily briefings to motivate staff and address operational challenges.
6. Promoted a culture of cleanliness and safety, resulting in improved employee morale.

🎓 EDUCATION

Associate of Science in Environmental Services

📅 Mar / 2016 Mar / 2018

Green Valley Community College

📍 Phoenix, AZ

Focused on effective cleaning techniques and management strategies in custodial services.