

## **Dudley Mitchell**

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### **EXPERIENCE**

#### **JANITORIAL POSITIONS**

**New York, NY**

**11/2015 – present**

- Wear proper PPE when working with chemicals
- Properly measure chemicals that are not provided in dispenser form
- Work independently without much direction
- Wear proper PPE (Personal Protective Equipment) when working with chemicals
- Properly measure chemicals that are not provided in dispenser form utilizing an RTD (Ready to Use) system
- Understand how to read MSDS sheets
- Operate chemical dispensing units

#### **PM JANITORIAL**

**Los Angeles, CA**

**03/2009 – 10/2015**

- Assist with maintaining a safe working environment and report safety hazards discovered in the location to management immediately
- Performs all other related duties as assigned by management and supervisors
- Maintains all assigned ancillary areas, department areas, and corridors with the correct preventative maintenance procedures as outlined in department policy as requested
- Works as part of the team with student and fulltime staff and the management team
- Assists in enhancing productivity and efficient operations of the department
- Maintain a neat and orderly work station
- Ensure return products are picked up and keep manager informed of progress

#### **JANITORIAL**

**Dallas, TX**

**09/2004 – 01/2009**

- Ensuring all tasks performed meet necessary standards provided
- Perform housekeeping functions such as vacuuming, dusting, polishing, maintaining woodwork and other vital housekeeping functions
- Exposure to potential hazards exists with respect to equipment and work aides necessary to perform job duties
- Assign personnel to established work areas or project duties
- Working conditions consist of a temperature controlled store environment with occasional exposure to outdoor elements while performing outdoor duties
- Polishes metalwork such as fixtures and fittings
- Demonstrate and promote GCA culture, values, and management philosophy

### **EDUCATION**

#### **BELMONT UNIVERSITY**

**Bachelor's Degree**

### **SKILLS**

- Strong service/quality attitude
- Ability to read and understand safety rules and operating instructions
- Ability to work under pressure and meet established goals and objectives
- Strong public speaking skills
- Sense of urgency & ability to meet deadlines; self-directed
- Excellent computer skills; including Excel, Word & PowerPoint and CMMS databases
- Possess delegation skills and clearly communicate expectations in a positive way, assess employees' abilities when assigning tasks and follow-up to ensure their completion
- Have your own reliable transportation, not feasible with bus schedule
- Ability to read and write English, communicate effectively
- Ability to lift up to 30lbs regularly

# Janitorial Maintenance Resume Sample

**M Tight**



## **Janitorial Maintenance Resume Sample:**

*Creative Job Search* ,2005

**Creative Job Search** Brian Lambie,2002-11

**Special and Gifted Education:**

**Concepts, Methodologies, Tools, and Applications** Management Association, Information Resources,2016-04-25 Diverse learners with exceptional needs require a specialized curriculum that will help them to develop socially and intellectually in a way that traditional pedagogical practice is unable to fulfill As educational technologies and theoretical approaches to learning continue to advance so do the opportunities for exceptional children Special and Gifted Education Concepts Methodologies Tools and Applications is an exhaustive compilation of emerging research theoretical concepts and real world examples of the ways in which the education of special needs and exceptional children is evolving Emphasizing pedagogical innovation and new ways of looking at contemporary educational practice this multi volume reference work is ideal for inclusion in academic libraries for use by pre service and in service teachers graduate level students researchers and educational software designers and developers

**Photographer's Market, 1994** Michael Willins,1993-09 The most comprehensive book of its kind this edition features 2 500 up to date listings of US and international buyers of freelance photos Each listing contains the contact name and address submission requirements photo specifications pay rates and tips on how to break in

**Report Based on Hearings and Inquiries Conducted on the Small Business Administration Involving Abuses in the 8(a) Program and Irregularities Concerning Minority Businesses** United States. Congress. Senate. Committee on Governmental Affairs. Subcommittee on Federal Spending Practices and Open Government,1978

*Photographer's Market* Melissa Milar,William Brohaugh,1994

**The Federal Resume Guidebook** Kathryn K. Troutman,1999 Applying for a federal job or promotion no longer requires a lengthy lifeless form Instead applicants can emphasize their strengths skills and smarts in resumes that will hook hiring staff and make personal qualifications shine

**Photographer's Market, 1992** Sam Marshall,1991-09 The most comprehensive book of its kind Photographer s Market contains 2 500 up to date listings of U S Each listing contains the contact name and address submission requirements photo specifications pay rates and tips from the buyer on how to break in

*Hearings, Reports and Prints of the Senate Committee on Governmental Affairs* United States. Congress. Senate. Committee on Governmental Affairs,1978

**Artist's Market** ,1987

**Photographer's Market, 1989** Connie Eidenier,1988

**Commerce Business Daily** ,1998-03

The Oklahoma Bar Journal ,1998

*Maintenance Supplies* ,1963

*Modern Sanitation and Building Maintenance* ,1962

Adweek ,1991 Volumes for 1981 198 include four special directory issues

**Michigan Business-to-business Sales & Marketing Directory: Businesses by city** ,2001

Board of Contract Appeals Decisions United States. Armed Services

Board of Contract Appeals,2005

Michigan Business Directory ,1998

**The American School Board Journal** ,1917

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