

JACK JEFFERSON
123 Any Street
Any City, State 55555

(213) 555-1234
Cellular/Messages: (213) 777-5678
e-mail: JackJefferson@earthlink.net

An environmental services specialist with more than 20 years of increasingly progressive responsibilities in the cleaning and maintenance of healthcare facilities for the second largest medical center on the West Coast.

Expertise includes strong interpersonal skills, budget control, use of cleaning equipment, leadership, planning and scheduling, training, and operating room cleaning.

EXPERIENCE

Georgetown Adventist Medical Center, Georgetown, California

1995-Present

Environmental Services Department

Manager (2002-Present)

Direct a team of 20 technicians providing environmental services for four outside buildings, the cancer center, nuclear medicine, central processing, purchasing, plant operations, hospitality, pathology, 24 elevators and the commissary for an acute-care medical center with 4,000 staff and 540 beds.

- Successfully passed four Joint Commission (JCAHO) inspections without mention.
- Trained more than 50 technicians in environmental services.
- Counsel environmental technicians on how to improve on-the-job performance.
- Developed a quality control form that made it easier to monitor the quality of cleanliness and safety. Perform quality control inspections twice a day.
- Maintain an inventory of environmental cleaning equipment.
- Interface on a regular basis with key department customers and peers, assuring maximum quality of services.
- Supervise the daily cleaning of 64 beds for the psychiatric in/outpatient services as well as the disposal of hazardous and infectious waste materials.
- Conduct annual evaluations on each technician.

Supervisor (2000-2002)

Directed a team of 18 technicians providing cleaning services for five outside buildings and the lower level floor of the medical center.

- Supervised the daily cleaning of more than 50 patient rooms, six surgery suites, ten labor and delivery rooms, the emergency room, and outpatient surgery.
- Developed monthly and daily work schedules as well as attendance records.
- Performed evaluations on staff.
- Trained staff in how to dispose of infectious and hazardous waste materials.
- Inspected facilities for general maintenance requirements.

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Georgetown Medical Center, Continued

Group Leader (1997-2000)

Technician (1995-1997)

Began healthcare career as a cleaning technician working in patient areas. Promoted to Group Leader with direct responsibility for 16 cleaning staff. Assured that cleaning projects were carried out according to schedule. Ensured that cleaning materials were readily available at the beginning of each shift. Maintained control over work assignments and verification of staffing.

Sears Roebuck, Los Angeles, California

1993-1995

Environmental Services Technician

Responsible for the cleaning and maintenance of a three-floor department store.

Jack-in-the-Box Restaurants, Pasadena, California

1991-1993

Store Manager

Started as a regular server and was promoted to Assistant Manager within one year. Promoted to Store Manager six months later.

- Took over a failing store and within three months transformed it into a high-volume, profitable operation.

EDUCATION

Crenshaw High School, Los Angeles, California

Academic Diploma

Other Courses: Supervisor's Survival Kit Seminar, Supervision Workshop and Interact-Solving Interpersonal Problems, Emergency and Fire Training, CPR, Regulatory Compliance Workshop, Operating Room Cleaning, Payroll Practices, Workers' Compensation Program and The Handling of Hazardous Waste Materials.