Marcy James
124, Elm Street
Hebudah, New Jersey - 65363Phone No: 563-545-5452
marcyjames@mailnet.com

**Objective**

To obtain a permanent, full-time employment with a hospital so that I can put to good use the many skills that I have and contribute to the proper functioning of the organization.

**Summary of Skills**

* Extensive knowledge of the effective cleaning techniques needed to keep the environs of the hospital clean and hygienic.
* Ability to maintain heating, cooling, water, and sewage systems, detect problems and report any discrepancies to appropriate authorities.
* Excellent knowledge of medical units and keen awareness of the techniques needed to maintain the areas in hospitals and clinics.
* An ability to understand and follow instructions and ability to communicate well, both orally and in writing.
* A keen interest in learning more and applying the knowledge to the job assigned.

**Work Experience**

**Assistant Hospital Housekeeper St. Mary Hospital 2008 – 2011**

* Responsible for the cleanliness of rooms occupied by patients, nursing rooms, surgical areas, offices, labs, waiting areas, and the restrooms.
* Responsible for the cleanliness of all hospital linen, patient laundry, and maintaining the various areas in the hospital.
* Maintaining the appearance and sanitation of all the areas in the hospital and ensuring that they are not contaminated in any manner.
* Disinfection of patient rooms after the patient has been discharged to ensure that the germs are killed and there is no chance of spreading of infection or disease.
Keeping records about the process of waste disposal and ensuring that the process is done in accordance with the policies of the hospital.
Education and Professional Training
Housekeeper Certification International Executive Housekeepers Association
High School Diploma JFK High School, 2006