**Arnold Smith**

59 Example Street ● Gulfport, MS 65298  
Contact # ● Email Address

**OBJECTIVE:**To obtain a porter position with ABC Hospital utilizing physical capabilities and cleaning skills to maximize the efficiency and attain the maximum level of satisfaction of patients and staff.

**KEY QUALIFICATIONS**

• 3+ years’ experience as a hospital porter  
• Comprehensive knowledge of performing cleaning and sanitation duties within hospital  
• In-depth knowledge of hospital procedures, practices and layout  
• Hands-on experience in loading and pushing heavy trolleys  
• Highly skilled in delivering and retrieving patient food carts  
• Demonstrated ability to act calmly and speedily in emergencies  
• Thorough understanding of safe lifting techniques, moving and handling  
• Substantial knowledge of health and safety, and hygiene issues  
• Profound ability to handle well with sickness and distress

**WORK EXPERIENCE**

**Hospital Porter | Memorial Hospital at Gulfport – Gulfport, MS | June 2011 – Present**

• Move trolleys, furniture and equipment  
• Take meals to patients  
• Deliver post, files and specimens within the hospital  
• Transfer clean linen from the laundry to hospital wards  
• Dispose of hazardous waste  
• Move patients to and from a wards

**EDUCATION**

High School Diploma – May 2011

**SPECIAL SKILLS**

• Excellent verbal and written communication skills  
• Demonstrated ability to follow instructions efficiently  
• Reliable and careful  
• Friendly and helpful manner  
• Able to multi-task and work independently by means of critical thinking skills

**PHYSICAL CAPABILITIES**

• Possess a good level of physical fitness  
• Weight Lifting: Up to 40 pounds  
• Trolley movement: Up to 100 pounds