**Eva Grebe**

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**A. Summary**

A dedicated and dependable janitor with successful experience in cleaning and building maintenance. I also bring along unparalleled time management skills when it comes to making sure facilities are cleaned. I have an excellent knowledge of managing maintenance services and accompanying paperwork. I'm seeking to apply my abilities to the position of Janitorial Supervisor at your organization.

**B. Work Experience**

**02/2017 – Current – Blue Green's Supermarket, Omaha, Nebraska**

**Responsibilities:**

* Collect and remove trash throughout the facility.
* Train and supervise assigned janitorial personnel.
* Coordinates the work of lower-level janitorial employees by assigning, scheduling, and overseeing the completion of work.
* Process and bail corrugated cardboard and other recyclables with a hydraulic compactor.
* Operated floor scrubber/washer and other equipment.
* Order cleaning supplies and receive deliveries.
* Clean entry door and front windows from inside and outside.

**Achievements:**

* Came to work every scheduled shift fully prepared and ready for the day's tasks.
* Awarded for outstanding friendliness and customer service, April 2017.

**08/2015 – 01/2017 – East North Central Elementary School, Omaha, Nebraska**

**Responsibilities:**

* Collect and remove trash. Sweep, mop, and maintain safe and clean classroom environment.
* Check and maintain adequate stock of cleaning product inventory.
* Mix water, detergents, or other cleaning agents in containers to prepare solutions.
* Steam-clean and shampoo carpets. Strip, seal, finish, and polish floors.
* Set up and remove tables, chairs, ladders, and other decorations to prepare for school functions.

**Achievements:**

* Promoted to trainer position, June 2016.
* Mentored new janitorial employees in an engaging and supportive fashion and helped them set performance goals.
* Was one of ten employees who received the perfect attendance award for the year.

**C. Education and Academic Training**

Omaha City Highschool

High School Diploma, May 2015

**D. Job Related Skills**

* Able to operate janitorial equipment in a safe an efficient manner;
* Can handle multiple cleaning tasks simultaneously;
* Ability to explain instructions and guidelines to others effectively;
* Proven record of organizing and coordinating fellow employees;
* Experience laying linoleum and refinishing floors;
* Familiarity with forklift and skid loaders;

**E. General Skills**

* American Heart Association CPR and First Aid Certification;
* OSHA Bloodborne pathogen training;
* Fluent in both Spanish and English;
* Comfortable and familiar with a wide variety of hand tools;
* Familiar with Microsoft office software;