
Cleaning Manager Resume

Job Objective

Educated and qualified Cleaning Manager seeks position in a rising company where I can grow and become an asset.

Highlights of Qualifications:

- Admirable experience in managing cleaning staff
 - Proficient with Microsoft Office applications
 - Profound knowledge of GMCR policies and procedures
 - Ability to analyze all customer requirements
 - Ability to work according to continuous improvement process
 - Amazing communication skills in both oral and written forms
 - Ability to maintain and interpret all documents for all safety rules and procedure manuals
 - Ability to prepare and interpret all bar graphs
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Professional Experience:

Cleaning Manager

Centaur Building Services, Grand Rapids, MI
October 2008 – Present

- Supervised all cleaning and maintenance activities of office space.
- Assisted to distribute efficient work schedule as per building standards.
- Performed regular everyday inspections on buildings.
- Maintained all quality control services for all cleaning activities.
- Provided training to all new hires and processed all paper work.
- Prepared schedule to handle all emergency situations.
- Coordinated with manager and provide resolution to all tenant issues efficiently.

Cleaning Supervisor

First Response, Inc., Grand Rapids, MI
August 2003 – September 2008

- Administered everyday activities of cleaning staff.
- Performed third party audits on all cleaning activities.
- Monitored continuous learning programs for all cleaning staff.
- Managed all cleaning activities for all VT sites and identifies incremental activities.
- Monitored inventory of all cleaning supplies and placed required purchase orders.
- Ensured compliance to all policies and procedures according to safety requirements.

Cleaning Specialist

FBG Service Corporation, Grand Rapids, MI
May 1998 – July 2003

- Ensured compliance with all department operating policies and procedures.
 - Administered and utilized various cleaning equipments.
 - Maintained all work according to safety guidelines with help of various protective equipments.
 - Coordinated with supervisors and guests and maintained cooperative environment.
 - Managed communication with various teams and supervised support for all supplies and repairs.
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Education:

Bachelor's Degree in Business Administration
Lees-McRae College, Banner Elk, NC

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