
Floor Coordinator Resume

Job Objective

To secure the position of Floor Coordinator that will allow me to utilize acquired skills and experience.

Work Experience:

Floor Coordinator, August 2005 – Present
Montage, Inc., Athens, GA

- Coordinated with Resident Assistants, Coordinators (RCs) and the Associate Director of Residence Life (ADRL).
- Handled student concerns about the quality of residence.
- Performed common area inspections and check-in and check-out.
- Ensured academic, personal, and social programs attended by students on the floor.
- Ensured all confidential material, such as incident reports, remains confidential.

Floor Coordinator, May 2000 – July 2005
Flower Corporation, Athens, GA

- Handled sensitive information, issues and relationships in the tower.
 - Attended Joint Council and staff meetings and discussed regarding work.
 - Made decisions about resource utilization and pending conflicts.
 - Coordinated real-time schedule changes and updated staff.
 - Facilitated incoming and outgoing phone calls.
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Summary of Qualifications:

- Experienced in stripping and refinishing hard surface floors
 - Familiarity with Floor Scrubbing machines
 - Amazing ability to interpret and analyze reports and manuals
 - Remarkable ability to manage multiple tasks with frequent interruption in stressful environment
 - Remarkable ability to respond quickly to unexpected demanding situations
 - Ability to lift 30 lb. regularly and 50 lb. occasionally
 - Excellent customer service skills
 - Exceptional communication and organizational skills
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Education:

Bachelor's Degree in Education, Smith College, Massachusetts, MA

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