**MARK J. GUERTIN**

69-B Charter Oak Street

Manchester, Connecticut 06040

860.649.4261/860.690.1244

guertinmark@att.net

**EMPLOYMENT HISTORY**

**Cornell Scott Hill Health Center**, New Haven, CT 2004 - 2010

***Facilities Coordinator***

Provided facility & maintenance support, troubleshooting building issues. Worked with department heads on varied maintenance requests and coordinated clinic’s in-house moves. Created work orders for various vendors. Received & maintained inventory of paper products and cleaning supplies. Participated in ensuring facility maintenance compliance with Joint Commission on Accreditation of Health Organizations (JCAHO) related regulation requirements. Filled in for mail courier; maintained postage meter funds. Assisted with Life Safety Issues. Assisted construction crews, as needed.

**Fleet Capital Corporation**, Glastonbury, Connecticut 1987 - 2003

***Facilities Administrator***

Planned, administered and coordinated facility issues, interdepartmental moves, and restructuring support for 200+ employees. Set up board rooms for meetings. Maintained office security system. Inventoried office supplies. Received, sorted and distributed incoming mail/supplies to various departments; weighed and posted outgoing mail. Posted completed purchase orders. Used various online shipping services (Federal Express and UPS) for overnight services.

* Recipient: “Chairman’s Award” (Outstanding Service Excellence), Department Awards
* Recipient: “Suggestion Award” (improved grinding process efficiency).

**TRAINING**

Certificates: Heart Saver AED, Infection Control, HIPPA Privacy & Security Overview, Fire Safety, Standard Precautions: Blood Borne Pathogens & Other Potentially Infectious Materials and Auto Welding

**EDUCATION**

**Rockville High School**, Rockville, CT

Diploma