

HENRY RICHARD

Dependable, safety-conscious janitor with eight years of experience in school and hotel

facilities grounds cleaning, maintenance and repairs. Proficient with hand tools, power tools and industrial equipment, and possess an HVAC/R certificate.

123 Blue Bird Street.

New York, New York, 12345

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(123)456-7890

PROFESSIONAL EXPERIENCE

JANITOR

Big Apple Hotel, New York, New York
February 2015 - Present

- ◆ Sweep, mop and vacuum floors throughout the 550- room hotel
- ◆ Remove trash from rooms, lounge, restaurant and gift shop areas safely
- ◆ Repair hotel cooling and heating systems as needed
- ◆ Maintain and repair hotel plumbing and electrical systems as needed
- ◆ Trained five new janitors successfully in cleaning, sanitation and safety procedures
- ◆ Received Big Apple Hotel Excellence in Safety Award in 2018 for quick-response guest spills cleanups

JANITOR

Big Apple Middle School,
New York, New York
March 2012 - February 2015

- ◆ Mowed and trimmed school lawn and shrubs, cleared trash and debris from grounds
- Swept and mopped hallways, classrooms, gymnasium and teacher's offices
- Cleaned office and classroom furniture, fixtures, windows and walls
- Saved school roughly 53,000 per year by performing minor heating, cooling and plumbing repairs
- Performed daily electrical appliance safety checks before locking up 2,000+ student school

EDUCATION

High School Diploma

Big Apple High School. New York., NY
August 2007 to August 2011

KEY SKILLS

- ◆ Cleaning and sanitation
- Wide knowledge of working with various cleaning chemicals and machines
- Reliability
- Strong interpersonal skills
- Valid driver's license with a clean driving record

CERTIFICATIONS

- ◆ New York State HVAC/R Certification, 2012