

Michael Laquintano

Manager Support Services - Pediatric Specialty Care

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Michael-Laquintano/75e0e7dfe697e64b](https://www.indeed.com/r/Michael-Laquintano/75e0e7dfe697e64b)

To secure a position where I can utilize both my professional education and vast experience to be part of a successful operations team.

Authorized to work in the US for any employer

WORK EXPERIENCE

Manager Support Services

Pediatric Specialty Care - Philadelphia, PA - 2014 to Present

Central Supply Coordinator

Responsible for planning and directing the procurement of medical supplies for the facility, planning and ordering medical supplies through insurance and patient DME companies.

Procurement of medical equipment Oversight of the housekeeping and laundry departments. Serve on various committees. Involved in developing a companywide formulary system. Certified fire safety expert.

General maintenance and repairs. Fleet management

Director of Housekeeping and Safety/ Central Supply Coordinator

Fox Sub acute At Clara Burke - Plymouth Meeting, PA - 2006 to 2014

Direction of the Housekeeping Department for a 60 bed sub-acute care facility including, hiring, training, overseeing and reviewing and evaluating departmental staff, developing policies and procedures.

Maintaining the safety and condition of facility including insuring all facility personnel, residents, visitor, follow established safety regulations, to include fire protection/ prevention, smoking regulations, infection control as well as security regulations and that buildings and grounds are in good repair. Review accident/ incident reports and establish an effective accident prevention program.

Central supply coordinator, purchasing and stocking and maintaining everyday supplies for facility including Pharmacy supplies and contracts as well as negotiating prices and purchasing supplies and equipment through both online ordering and direct vendor contact. Review monthly financial statements and assist in budget development and adherence.

Assistant Director and Director of Support Services

Philadelphia Protestant Home - Philadelphia, PA - 2003 to 2006

Assistant Director

Support Services - 2002 to 2003

Direction of Environmental Services and Laundry Departments for a Long Term Care facility consisting of 116 bed health care units, 172 assisted care units and 277 Independent units.

Supervisor of Environmental Services Department

Holy Redeemer Health System - Meadowbrook, PA - 1985 to 2002

Oversee daily direction of Environmental Services for a 320 bed hospital and 8 satellite buildings.

Responsible for 130 employees, 3 supervisors. Financial status of a \$ 3 million dollar budget, as it relates to budgeting process-supply and demand needs.

EDUCATION

CERTIFICATION in BUSINESS MANAGEMENT

HOLY FAMILY COLLEGE - Philadelphia, PA

1994 to 1995

COURSE WORK

COMMUNITY COLLEGE OF PHILADELPHIA - Philadelphia, PA

1988 to 1990

GENERAL STUDIES

ABRAHAM LINCOLN HIGH SCHOOL - Philadelphia, PA

1977 to 1981

CERTIFICATIONS

Fire Safety

2020

ADDITIONAL INFORMATION

SKILLS & ABILITIES

Balancing the management of multiple operations departments in a sub-acute, long term and healthcare facilities, maintaining efficiency in all departments.