

# Joyce Williams

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Joyce-Williams/7271ef50d25079c9](https://www.indeed.com/r/Joyce-Williams/7271ef50d25079c9)

Be able to obtain a position with a company I will be able to grow with while earning a wage that can help support my family

## WORK EXPERIENCE

Einstein Medical Center Montgomery - East Norriton, PA - February 2014 to Present  
Environmental Services

### **Banquet Captain**

Finely Catering - April 2001 to December 2012

I assigned work to my team assisted in setting up, serving and cleaning up after an event. During my time with the company I was able to interact with many customers in a courteous and friendly manner. Enforced policies with management to high quality service.

#### Project Details

##### PROJECT: 1

###### • Emergency Department

Responsible for maintaining waiting area along with A and B pods  
Fast Track

Period: February 2015 to August 2015 Team Size: 1

Role: Turning over beds in pods A and B to ensure a sanitary environment for patients. I was also responsible for Fast Track and the Emergency Waiting area.

##### PROJECT: 2

###### • Radiology

Responsible for maintaining a guest friendly environment for the radiology patients.

Period: August 2014 to May 2015 Team Size: 1

Role: Cleaning CT, Ultrasound, Mri, Imaging, EKG along with waiting area and patient changing room.

##### PROJECT: 3

###### • Labor and Delivery and NICU

Maintain rooms according to the standards set by my employer. Cleaning the OR, NICU, and on call rooms.

Period: May 2015 to present Team Size: 1

Role: Clean rooms upon discharge of a patient. Clean the OR'S and recovery to ensure no spread of diseases or infections. NICU is maintained to the same standards my in employer has instilled.

## ADDITIONAL INFORMATION

#### Skills

- Ability to complete task in a timely fashion. Great organizational skills. Able to complete assignments with out supervision.
- Quick and independent worker
- Excellent work ethics
- Sense of urgency

- Good and clear communication skills