

**Victoria Majors**  
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**Professional Summary:**

*To make significant contributions that will lead to company profitability and personal career growth.*

**Professional Skills:**

- Implementation of work plans
- Meeting deadlines and States Laws
- Site safety
- Quality assurance
- Regulatory compliance
- Hazardous Waste Operations
- Assembly line experience, power tools, saws, grinders, hand tools (small).
- Know GMP's PPE, Lock Out / Tag Out, OSHA Procedures.

**Professional Experience:**

*Healthcare Services Group  
15 Spinning Wheel Road, Suite 436  
Hinsdale, Illinois 60521*

**Account Manager: Laundry / Housekeeping – (Oct. 2012 – Feb. 2013)**

- *Select, train, orientate and assign department staff. Develop standards of performance. Make recommendations for personnel actions. Develop daily cleaning schedules/bed striping and frame wash down.*
- *Develop Departmental goals, objectives and establishes and implements policies, procures for Department Operations.*
- *Schedule and supervise housekeeping/laundry function and activities so as not to interrupt or interfere with patient care activities.*
- *Inspect and evaluate the building physical condition. Make recommendations concerning painting, repairs, furnishings and furniture, relocation of equipment and allocation of space to improve sanitation, appearances and efficiency.*
- *Perform various administrative functions including payroll, completion of incident report, disciplinary actions and maintaining all housekeeping/laundry area. Provides and records Safety Training completed on a periodic basis to all cleaning personal.*
- *Plan, organize, direct and coordinate and supervise function actives of the Environmental Services Department to maintain the building environment sanitary, attractive, and orderly condition and comply with regulatory requirement.*

*Ottawa County Health Center  
215 East 8th Street  
Minneapolis, Kansas 67467*

**Environmental Supervisor - (Jan, 2010 - May, 2012)**

- *Organize, direct, and supervise activities of the housekeeping staff. Establishes work routines and workflow patterns, performance standards, and maintain staffing within the budgeted parameters.*
- *Perform various administrative functions including payroll, completion of incident reports, disciplinary actions and maintaining all housekeeping files.*
- *Maintain a regular schedule of all daily, weekly, monthly Housekeeping and Laundry cleaning requirements.*
- *Keep required records of monthly maintenance checks and monthly cleaning report.*
- *Schedule Housekeeping and Laundry Department Staff in keeping with census and labor budget.*
- *Order housekeeping supplies within budget, maintaining accurate inventory.*

*Laundry/Housekeeping - (Jan. 2009 – Nov. 2009)*

- *Assist in cleaning of emergency spills upon request.*
- *Observe and report the need to repair equipment, furniture, buildings and fixtures.*
- *Scrub and buff floors with rotary equipment. Wash walls, windows and exterior of vents.*
- *Vacuum carpets for cleaning and bacteria control.*
- *Transport trash and linen from utility room and other collection points to designated area.*
- *Change cubicle curtains and window drapes as needed.*

*Schwan's Food Company*

*Apr. 1997 – Oct. 2008*

*3019 Scanlan Avenue*

*Salina, Kansas 67401*

*Consumer Quality Technician - (Apr. 2006 – Oct. 2008)*

- *Responsible for the operation of multiple pieces of manufacturing equipment.*
- *Responsible for set up and pre-running of the equipment to ensure proper production startup.*
- *Control of line speeds, batch formula, production rates, starting and stopping equipment, and overall product elegance and safety.*
- *Responsible for various quality checks.*
- *Complete all required paperwork (example: downtime, HACCP, etc., utilizing SAP, SOP's, Safety operation, training, as appropriate.)*
- *Responsible to conduct yourself and ensure your subordinates (if applicable) conduct themselves in a manner consistent with company mission, values, code of ethics, policies, and other standards of conduct.*

*Machine Operator Production - (Feb. 2006 – Apr. 2006)*

- *Responsible for the operation of multiple pieces of manufacturing equipment.*
- *Responsible for set up and pre-running of equipment to ensure proper production startup.*
- *Control of line speeds, batch formula, production rates, starting and stopping equipment, and overall product elegance and safety.*
- *Responsible for various quality checks.*
- *Complete all required paperwork (example: downtime, HACCP, etc., utilizing SAP, SOP's, Safety operation, training, as appropriate.)*
- *Responsible to conduct yourself and ensure your subordinates (if applicable) conduct themselves in a manner consistent with company mission, values, code of ethics, policies and other standards of conduct.*

*Manual Break Crew - (Apr. 1997 – Feb. 2006)*

- *Produce a quality product under sanitary conditions in the most efficient manner and on a timely basis.*
- *Unpack raw materials, mixes ingredients, assembles product and packs finished goods.*
- *Ensure that all products (from raw materials to finished product) meet company and government quality standards.*
- *Notify Lead or Production Supervisor of substandard quality product issues.*
- *Perform all duties in compliance with existing USDA, Occupational Safety and Health Administration (OSHA), State, Federal and Company regulations, policies, and procedures. Including Good Manufacturing Practices (GMP's) and safety regulations. Including using all required PPE (Personal Protective Equipment).*
- *Assist with training of new assembler processors to ensure production processes flow according to standards and guidelines. Cleans and organize the work area as needed and may help out in other lines or facilities when needed.*

***Educational Background:***

*High School Diploma*

*Valley Center High School,*

*Valley Center, Kansas 67147*

*Graduated: 1982*