

William Arreola

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SUMMARY

Results-focused cleaning professional with strength in large scale area cleaning, flexibility and a can do attitude. Proactive leader with strengths in communication and collaboration. Proficient in leveraging a detailed eye and managerial knowledge to promote excellence. Adept at managing concurrent objectives to promote efficiency and influence positive outcomes.

SKILLS

- Furnishings Updates
- Employee Work Scheduling
- Furniture Cleaning
- Cross-Department Collaboration
- Complaints Handling
- Problem Solving
- Clear Communication
- Infection Control
- Performance Assessment
- Personnel Problem Management
- Work Inspection
- Equipment Maintenance
- Stock Planning
- Procedure Implementation
- Facilities Inspection
- Report Preparation
- Conflict Resolution
- Service Optimization
- Decision Making
- Surface and Floor Cleaning
- Policy Enforcement
- Standards Compliance
- Stock Inventory Management
- Employee Coaching
- Administrative Oversight
- Applicant Screening and Hiring
- Team Coordination
- Presentation Skills
- Industrial Vacuum Cleaners
- Carpet Cleaning
- Pressure Washers
- Powered Floor Washers
- Customer Relations
- Employee Training and Development
- Creative Thinking
- Desktop Computers
- Quality Assessment

EXPERIENCE

Custodian Supervisor, Aa Facility Services, January 2013-March 2022

Carrollton, TX

- Checked and stocked inventory throughout facility to meet expected demands.
- Assigned specific tasks to individual team members and evaluated performance.
- Helped team members use supplies efficiently to achieve department objectives and reduce waste.
- Interviewed and chose best candidates for each role.
- Assessed daily workloads, scheduled and planned daily assignments and oversaw numerous

projects.

- Managed team of employees, daily progress reports and overall project planning.
- Monitored maintenance scheduling and reported maintenance team information to management.
- Collaborated with multiple departments to maximize workflow and efficiency.
- Established and implemented new procedures for standard maintenance scheduling.
- Adhered to strict operation and maintenance regulations by following instructions and observing guidelines.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Prioritized and organized tasks to efficiently accomplish service goals.

EDUCATION AND TRAINING

Currently Enrolled

Excel High School, Plymouth MN

ADDITIONAL INFORMATION

- Introverted
- Inquisitive
- Flexible.
- Consider myself self driven and resourceful as long as I have an understanding of task.
- Have attended an active shooter class.
- Good with people.
- Mechanical and Creative Interest