MICHAEL ANDERSON

Campus Laundry Coordinator

CONTACT

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EDUCATION

High School Diploma
University
2016-2020

SKILLS

- Laundry management
- Inventory control
- Customer service
- Team collaboration
- Equipment maintenance
- Workflow optimization

LANGUAGES

- English
- Spanish
- French

Proactive Laundry Assistant with extensive experience in high-volume laundry operations within the academic sector. Proven ability to manage large quantities of linens and garments while ensuring adherence to quality standards and timelines. Strong organizational skills facilitate effective inventory management and workflow optimization. Recognized for developing effective communication channels with staff and clients to enhance service delivery.

WORK EXPERIENCE

Campus Laundry Coordinator   2020-2023
University Housing Services

- Managed laundry services for over 1,000 students, ensuring timely processing.
- Coordinated with housekeeping to align laundry schedules with dormitory needs.
- Implemented a tracking system for laundry requests, improving response time.
- Maintained equipment, ensuring compliance with safety and operational standards.
- Trained staff on laundry best practices and customer service protocols.
- Monitored inventory levels and ordered supplies to maintain operational efficiency.

Laundry Assistant   2019-2020
Local Laundromat

- Assisted customers with laundry services, providing guidance on equipment.
- Sorted and processed laundry, ensuring adherence to quality standards.
- Maintained cleanliness of the facility, promoting a welcoming atmosphere.
- Tracked customer transactions and managed cash register operations.
- Collaborated with team members to improve workflow and efficiency.
- Addressed customer inquiries and resolved issues effectively.

ACHIEVEMENTS

- Reduced processing times by 25% through effective scheduling.
- Received commendation for exceptional service from university administration.
- Increased student satisfaction ratings by 15% through improved services.