MICHAEL
ANDERSON

Laundry Operations Associate

- San Francisco, CA
- (555) 234-5678
- michael.anderson@email.com

Ambitious Laundry Assistant with a focus on customer service excellence and operational efficiency. Experienced in managing laundry services across diverse industries, including hospitality and healthcare. Skilled in maintaining high standards of cleanliness and organization while ensuring timely processing of client needs. Strong interpersonal skills facilitate effective communication with clients and team members.

WORK EXPERIENCE

Laundry Operations Associate | Premier Hotel Chain   Jan 2022 – Present

- Facilitated laundry operations for a luxury hotel, managing guest linens and uniforms.
- Monitored laundry equipment performance, coordinating maintenance as needed.
- Implemented a customer feedback system to enhance service quality.
- Trained new staff on operational procedures and safety standards.
- Maintained inventory of cleaning supplies and linen stock levels.
- Collaborated with management to streamline laundry workflows.

Laundry Assistant | Community Health Center   Jul 2019 – Dec 2021

- Managed laundry services for patient garments and hospital linens.
- Ensured compliance with health and safety regulations in all operations.
- Assisted in training staff on proper laundry techniques and equipment use.
- Maintained cleanliness and organization within the laundry facility.
- Tracked and reported on laundry processing metrics for management review.
- Resolved client issues related to laundry services promptly and efficiently.

SKILLS

Customer service   Operational efficiency   Team collaboration   Equipment maintenance   Inventory management

Process improvement

EDUCATION

High School Diploma   2015 – 2019

University

ACHIEVEMENTS

- Enhanced customer satisfaction ratings by 20% through service improvements.
- Recognized for outstanding teamwork during peak operational periods.
- Increased laundry throughput by 15% through process optimizations.

LANGUAGES

English   Spanish   French