

**Curtis L. Cole**

9111 Burnet Ave. # 74

North Hills, CA 91343

818 770-4872

Email curtiscole84@gmail.com

---

**Objective**

Seeking employment in a professional environment, a position in management or Supervising position and to have a long term relationship with my employer.

**Experience**

OLIVE VIEW MEDICAL CENTER

01/01/2013-03/18/2016

**MANAGER HOUSEKEEPING**

Performed a variety of duties which required to perform in a fast passed environment consisting of management and supervision of all employees working under my responsibility. Training of staff, payroll, staff schedules, performed inspections though out hospital and requirements by the state. Performed any task or duty necessary for the smooth running of the housekeeping department.

OLIVE VIEW MEDICAL CENTER

01/01/2000-01/01/2013

**ASSOCIATE DIRECTOR/ENVIRONMENTAL SERVICES**

Executed company and facility environmental services programs and procedures by training, supervising and motivating 66 environmental personnel to made sure tasks and schedules were completed. Moistened good public relations with patients and staff at a 377 patient bed facility .Exhibits initiative, responsibility and leadership. Successfully completed 4 JCAHO inspections and e Department of Public Health Waste Management.

**LEAD SUPERVISOR**

07/1996-01/01/2000

Served as assistant to the supervisor in regards to all housekeeping functions.

Active participant in the daily activities of the department.

Served as Supervisor for the weekend coverage.

Responsible for ensuring ensured daily coverage of assigned areas and distribution of supplies.

**Education**

**US AIR FORCE- Honorably Discharged**

12/1968 - 06/07/1975

**San Fernando High School- Graduated Diploma Granted**

09/1965 – 06/1968

**References**

**Audry Thompson**

OVMC Material Management/ Warehouse Manager

818 364-3624 Office

**Alma Alvarez RN/BSN**

OVMC Infection Control Director

818 364-3624 Office

---

**Alina Mendizabal**

**OVMC Marketing Member Service Representative**

818 364-3559