

8534
ANDREA MESSIAH
770- 256-854 johnstonmessiah@gmail.com

EDUCATION

Fitz-Henley Business College, Kingston Jamaica

Certificate

Royal Business College, Brooklyn New York

Certificate

January 1983 - 1984

March 1991 – October 1991

PROFESSIONAL EXPERIENCE

St. George Village, Roswell, Georgia

Housekeeping and Laundry Services Manager

October 2005 – October 2019

- Managed 16 employees handled hiring, training, scheduling, evaluations, terminations, and payroll
- Reduced department turnover rate from 5% to 2%
- Managed budget on a monthly basis
- Created quarterly reports for quality improvement
- Managed reservations for guest suites
- Event planning and logistics for all resident/guest events
- Procured supplies and managed inventory
- Managed apartment renovations for new residents
- Maintaining a par level of emergency supplies by state regulations

Buckhead Health and Rehabilitation, Atlanta, Georgia

Environmental Services Director

September 2000 – October 2005

- Managed 8 employees handled hiring, training, scheduling, evaluations, terminations and payroll
- Managed Environmental services guaranteeing all areas were clean to include common areas and residents' homes.
- Investigated and resolved problems regarding housekeeping services and equipment
- Maintaining a par level of emergency supplies by state regulations

Buckhead Health and Rehabilitation, Atlanta, Georgia

Inventory Controller

September 1995 – August 2000

- Maintain control of Nursing Supplies daily by ensuring that the staff would have ample supplies that would take them through every three days and capturing charges for billing monthly
- Purchasing of capital equipment

Buckhead Health and Rehabilitation, Atlanta, Georgia

Certified Nursing Assistant

August 1993 – October 2005

- Provided conversation and companionship to long-term care resident, establishing and maintaining, positive patient relationship
- Helped residents with daily hygiene, including showering, oral and peri care, incontinence care, minimizing rashes, sores and soiling.

SKILLS

Human Resources Policies/Regulations Human Resources Payroll

Employee Recruitment Budget/Accounting Management

Data Entry Microsoft Office Suites

Leadership Development Certifications