

8534

ANDREA MESSIAH

770- 256-854 johnstonmessiah@gmail.com

EDUCATION

January 1983 - 1984

Fitz-Henley Business College, Kingston Jamaica

Certificate

Royal Business College, Brooklyn New York

Certificate

March 1991 – October 1991

PROFESSIONAL EXPERIENCE

St. George Village, Roswell, Georgia

October 2005 – October 2019

Housekeeping and Laundry Services Manager

- 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

September 2000 – October 2005

Environmental Services Director

- 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

September 1995 – August 2000

Inventory Controller

- 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

August 1993 – October 2005

Certified Nursing Assistant

- 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	