

Graceann Koehne

Custodian

✉ graceann.koehne@gmail.com

☎ (855) 085-0520

📍 123 Main St, Oklahoma City,
OK 73102

Education

**High School Diploma
or General Educational
Development (GED)
Certificate at Edmond North
High School, Edmond, OK**

Sep 2017 - May 2022

Relevant Coursework: English,
Mathematics, Science, Social
Studies, Physical Education,
Health, Fine Arts, World
Languages, and Career and
Technical Education.

Links

[linkedin.com/in/graceannkoehne](https://www.linkedin.com/in/graceannkoehne)

Skills

Sanitization

Floorcare

Waste disposal

Equipment maintenance

Inventory management

Safety protocols

Hazardous materials handling

Languages

English

Portuguese

Hobbies

Profile

Dedicated Custodian with 1 year of experience providing exceptional cleaning and maintenance services to various environments. Skilled in performing routine tasks with attention to detail, ensuring a safe and sanitary atmosphere. Demonstrates excellent time management, problem-solving abilities, and a strong work ethic for maintaining cleanliness and organization. Seeking to contribute expertise in facility maintenance and enhancing overall cleanliness.

Employment History

Custodian at Fidelity Investments, OK

Feb 2023 - Present

- Reduced cleaning costs by 15% through the implementation of efficient cleaning techniques and optimization of resources, resulting in annual savings of \$25,000 for Fidelity Investments.
- Improved overall facility cleanliness rating by 20% within the first year by implementing a comprehensive cleaning schedule and addressing maintenance issues proactively, contributing to a more productive work environment.
- Streamlined inventory management for cleaning supplies, reducing waste by 10% and saving the company \$5,000 annually in supply costs.
- Trained and mentored three new custodial staff members, increasing overall team efficiency by 25% and ensuring consistent quality of work across all facilities at Fidelity Investments.

Assistant Custodian at Bank of Oklahoma, OK

Sep 2022 - Jan 2023

- Successfully maintained cleanliness and sanitation of a 50,000 square foot facility, resulting in a 98% customer satisfaction rating on cleanliness surveys.
- Streamlined custodial supply inventory management, reducing waste by 30% and saving the bank \$5,000 annually.
- Implemented a new recycling program for the bank, increasing recycling rates by 25% and reducing waste disposal costs by 15%.
- Trained and supervised a team of 5 custodial staff, improving overall team efficiency by 20% and reducing employee turnover by 10%.

Certificates

International Executive Housekeepers Association (IEHA) Certified Professional Custodian

Jun 2022

Building Service Contractor Association International (BSCAI) Registered Building Services Manager

Mar 2021