

JOSEPH ROMAN
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EDUCATION

Kingsborough College
A.S., Community Health
Concentration: Health Administration

Brooklyn, NY
2010

PROFESSIONAL EXPERIENCE

United Postal Service, Maspeth, NY

09/2004- 03/2012

Loader, Safety and Comprehensive Health and Safety Process (CHSP) Committee Member

- Maintained a high level of self-discipline, motivation, and precision during stressful and physically strenuous assignments.
- Facilitated communication between upper-management and lower-level workers, over 300 employees, regarding company policies and employee dissatisfaction.
- Mediate company and employee concerns with the proper management teams.
- Established a strong social rapport with colleagues and upper-management personnel.
- Examine employee's work performance and assess methods to increase worker productivity.
- Instructed new employees on proper loading methods and safety protocols.
- Thoroughly inspected and ensured that packages are properly tracked and sorted.
- Responsible for maintaining and distributing valuable scanning equipment.
- Conducted daily safety checks throughout the UPS hub

Morningside Housing Associates, Forest Hill, NY

6/2011- Present

Independent Maintenance Contractor

- Participate in the distribution of financial documents concerning rent receipts and management memos to all building residents.
- Respond to inquiries from tenants regarding building work order status. Coordinate new recruit training.
- Communicate tasks and complaints to fellow staff members.
- Execute a wide variety of duties involved in maintenance and upkeep of two 200-unit multi-residential buildings and commercial space.
- Perform strenuous physical activity in a fast paced environment
- Arrange relevant signs to guarantee worker and pedestrian safety; direct residential traffic if necessary.
- Responsible for receiving, storing and handling hazardous materials.

- Preserve a well-stocked supply room through day to day inventory assessments.
- Uphold New York State street cleaning regulations by removing outside debris and completion of outdoor assignments.
- Establish hygienic living condition for incoming tenants.
- Manage and distribute pesticides where necessary.
- Operate a wide range of machinery including a heavy-duty single speed floor buffer machine, multi-purpose floor stripping machine and a compact gas powered snow thrower.

Skills

- Microsoft Office (Word, Excel and Powerpoint)