IGOR BOSNJAK

CONTACT

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igi1_1@hotmail.com
Hamilton, ON

EDUCATION

St. John Henry Newman Catholic Secondary School, formerly known as Cardinal Newman Catholic Secondary School
OSSD
1999-2003

SKILLS

Leadership and Supervision
Organization and Logistics
Time Management
Teamwork
Communication
Commercial Cleaning
Heavy Machinery Operation
Mechanical Assembly
Troubleshooting
Adaptability
Fast Learner

LANGUAGES

English - *fluent*
Croatian - *fluent*

SUMMARY

I am a hardworking and reliable individual seeking a position with your company. I have a rich background in professional cleaning services, and once owned my own business. Therefore, I understand and value the importance of client satisfaction through proficiency, but also with being efficient. I can work with versatility, independently, and also as a team player, with the intent to be a valuable asset to your company. I also have a valid driver's license and clear driving record.

WORK EXPERIENCE

Cleaning Contractor | *Self-Employed* October 2010 - Present

- Supervised daily cleaning operations for commercial complexes ensuring high standards were met
- Ensured compliance with health and safety regulations through routine inspections and thorough staff training
- Liaised with clients and staff to resolve any issues or concerns in a timely manner and maintain client satisfaction
- Developed and implemented cleaning protocols that increased operational efficiency
- Managed the inventory of cleaning supplies and completed orders
- Managed schedules and logistics to ensure time and cost efficiency
- Provided transportation to staff members to and from work sites
- Stripped, mopped, vacuumed and shampooed carpets
- Buffed floors

Assembly Technician | *Sita Aero* July 2019 - February 2020

- Assembled a variety of automated kiosks and heavy-duty machines
- Performed quality control testing after assembly
- Used hand tools, grinder, table/band saw, and drill press to fabricate parts for fitting

Machine Operator | *Regional Die* August 2005-September 2010

- Maintained, operated, and troubleshooted die cast and CNC machines
- Quality measured using gauges, vernier, measuring tape, caliper
- Set-up and operated machines