

# ROBERT SMITH

## Sr. Assistant Facilities Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

A Professional Asset/Facilities Manager with over 20 years' experience, gained by working within the Engineering industry. Primarily working within Building Services and more recently working as an Asset Manager for a Chemical Manufacturing Company based in Bradford. Currently studying for a Degree in Engineering through the Open University, to further technical knowledge.

### CORE COMPETENCIES

Microsoft Office, Internet, Therapy Source, NextGen.

### PROFESSIONAL EXPERIENCE

#### Sr. Assistant Facilities Manager

**CBRE, Inc - November 2013 – 2020**

##### Key Deliverables:

- Responded to client inquires and complaints.
- Ensured timely and quality serve delivery to client.
- Followed up with client to ensure customer satisfaction.
- Performed facilities inspections and prepares reports.
- Coordinated and managed the move, add or change activities.
- Assisted in the preparation of operating and capital budgets.
- Managed vendor relationships and trains vendors on the work order and billing procedures.

#### Assistant Facilities Manager

**Delta Corporation - 2011 – 2013**

##### Key Deliverables:

- Industry Facilities management, Maintenance Services Location Bangalore, India Job Description Responsible for Hard and soft services for IBM .
- Operations and maintenance of all engineering installations in various capacities, AMC management of south India IBM locations.
- Operation, repair of all properties HVAC/R, electrical, and physical steam plant and training and direction of Facilities personnel General .
- A full-service Facilities Management Service Company spanning the full range of corporate facilities operations serving as a single source solution .
- Acted as Facilities Manager in the absence of manager.
- Primary contact person for processing facility work orders and coordinating contract service providers.
- Coordinator and overseer of "Pride Day" supervising 15-20 staff members in a base-wide project to improve the base clinics appearance.

### EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- High School Diploma in Business - (Cheyenne East High School - Cheyenne, WY)