

ROBERT SMITH

Jr. Assistant Facilities Manager

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Seeking employment as a copy/print specialist as well as office service administration. The last 5+ years have been in all the above environments.

EXPERIENCE

Jr. Assistant Facilities Manager

Innovative Service Technology - JANUARY 2005 - 2005

- Scheduled preventive maintenance and requests repairs as necessary.
- Coordinated the work of outside service technicians.
- Trained and supervised staff in the operation of Copy Center equipment.
- Coordinated staffing needs with Mail Center, Graphics Center and Supervisor.
- Maintained inventory and initiated orders for replenishment of materials and supplies also maintain records of work performed, including printing materials used.
- Responsible for increasing paper reduction in the Copy Center through effective use of copy production methods.
- Analyzed past reports to anticipate future inventory and staffing needs.

Assistant Facilities Manager

Delta Corporation - 2003 - 2005

- Assisted a team of private staff in the up keep and maintenance of a large family estate.
- Actively participated in on property training programs offered to further my understanding of various trades ie.
- Carpentry, Plumbing, and Inventory Controls.
- Manage completion of capital improvements, expense projects including compliance with regulatory codes, building standards, cost control, and .
- Management of facility, utilities, contracts, and operating costs against baseline financial forecast Preparation of facility operational financial .
- Documented legal/financial affidavits in adherence with security compliance regulations, monitored and oversaw visiting contractors and technicians.
- Ordering/management of inventory supplies.

EDUCATION

- CMA - 2003(Sanford Brown Institute - New Carrollton, MD)

SKILLS

Facilities Management, Facilities Maintenance, Facilities Manager, Maintenance Manager, Facility Engineer.