

# Robert Smith

## Assistant Facilities Manager III

### PERSONAL STATEMENT

Responsible for maintaining and monitoring of sensitive data, surveillance tapes, and other confidential systems with the bank to ensure corporate .

### WORK EXPERIENCE

#### **Assistant Facilities Manager III**

**ABC Corporation - March 2002 - June 2007**

##### *Responsibilities:*

- Provided direction and support with all facility-related issues.
- Prepared weekly departmental status reports for executive management.
- Performed annual reviews of vendors to ensure contractual compliance and renegotiated contracts to minimize costs.
- Coordinated city filings, violations, permitting, HVAC regulations, and fire alarm systems with their accompanying emergency call-out lists.
- Provided structural fulfillment, including carpets, furniture, lighting, and wall coverings.
- Inspected properties on a regular basis to assure quality standards were being maintained.
- Provided custom woodworking and carpentry as needed.

#### **Assistant Facilities Manager**

**Delta Corporation - 1998 - 2002**

##### *Responsibilities:*

- Managed all aspects of high-rise building repairs and maintenance including physical plant and fire system.
- Supervised work of other facilities mechanics as well as outside contractors.
- Completed some BOMI Certification training requirements.
- Same site and job as Siemens Building Tech.
- Siemens sold company to EMCOR.) Siemens Westinghouse Power Corporation Direct Supervision of Maintenance Manager and Planer/Scheduler Overseer .
- Siemens Westinghouse Power Corporation Direct Supervision of Maintenance Manager and Planer/Scheduler Overseer Maintenance Mechanic Overseer .
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Vocational - (McFatter Vocational School)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

work at high heights,  
forklifts,sizzorlifts,high  
reach,cable swings.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)