

Robert Smith

Assistant Facilities Manager I

PERSONAL STATEMENT

To utilize experience, skills and talents to become a valued asset to the company.

WORK EXPERIENCE

Assistant Facilities Manager I

ABC Corporation - 2006 - 2016

Responsibilities:

- Performed appliance repair and maintenance.
- Repaired and installed office furniture.
- Planned and reconfigured office space utilizing Neowall movable wall systems and Knoll office furniture systems.
- Assisted engineering staff as needed.
- Assisted with operations of the mail and print centers.
- Installed all necessary updates to the internal cable/satellite television coax and data systems.
- Administered petty cash funds for the facility department.

Assistant Facilities Manager

Delta Corporation - 1995 - 1996

Responsibilities:

- Developed, Monitored and Reviewed Building Operations short-term and long-term budgets Developed and monitored standardized process for purchase and .
- Provided consistent and effective leadership and training to staff of 23 technicians Directed and prioritized the execution of daily grounds, .
- Strategically coordinate conflicting schedules for client and company Confidently construct proposals for various company needs Management of 30 .
- Responsible for maintaining the property.
- Monitoring safety and sanitary violations.
- Implemented "Best Practices" for safety procedures.
- Attended weekly meetings.

Education

BS- (Building Owners And Managers Institute Design & Construction)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office,
Management,
Communications,
Strategic Planning,
Sales.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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