

ROBERT SMITH

Assistant Facilities Manager/Representative

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Processed and track payments to outside vendors. Scheduled and implemented internal office moves.

JULY 2014 - 2020

ASSISTANT FACILITIES MANAGER/REPRESENTATIVE - CBRE

- Provided assistance to the Facility Management team in completion of multiple functions of building operations and maintenance for a facility, campus or portfolio of buildings.
- Coordinated maintenance/repair work assignments performed by technicians, vendors, and contractors performing building maintenance, landscaping, and janitorial work.
- Ensured timely and quality service delivery to clients.
- Followed up with clients to ensure customer satisfaction.
- Performed facilities inspections and prepare reports.
- Coordinated and manage the move, add and change activities.
- Processed invoices and ensures proper cost center coding.

2013 - 2014

ASSISTANT FACILITIES MANAGER - DELTA CORPORATION

- Minneapolis, Minnesota Responsible for maintenance and janitorial service for West Bank Student Union.
- Duties included supervising the Facilities Specialists and assigning their work duties.
- Assisted the Facilities Manager with renovations by working with the contractors; vendors and interior design.
- Maintained the vendor contracts for seasonal building and ground maintenance; annual inspections; and contracted building or repair maintenance as .
- Worked in the field daily on various needs of the branches.
- Coordinated Facility management and roll outs between retail corporations and contractors that were performing the work.
- Skills Used people and computer skills.

EDUCATION

Bachelor of Science in Architecture - (University of Texas)

SKILLS

Forklift Operator, Excellent communication skills.