

OLIVIA SMITH

Assistant Maintenance Manager

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PROFESSIONAL SUMMARY

Dedicated maintenance professional with over 5 years of experience in facility management, equipment maintenance, and team leadership. Proven track record in optimizing operations and ensuring compliance with safety standards.

WORK EXPERIENCE

Assistant Maintenance Manager-Team Lead

Dec / 2021-Ongoing

Maple Leaf Consulting

Toronto, ON

1. Developed and implemented a comprehensive maintenance tracking system to enhance operational efficiency.
2. Scheduled and executed routine property maintenance, ensuring high standards of safety and functionality.
3. Conducted regular inspections and assessments to identify and address maintenance needs proactively.
4. Managed work orders and prioritized tasks, overseeing inventory and liaising with suppliers for timely procurement.
5. Evaluated apartment conditions post-move-out, ensuring compliance with property standards.
6. Handled on-call duties for emergency repairs, demonstrating reliability and quick response.
7. Coordinated with contractors and vendors to ensure timely completion of maintenance projects.

Assistant Maintenance Manager

Dec / 2019-Dec / 2021

Crescent Moon Design

Portland, OR

1. Performed general maintenance and repairs for a 160-unit apartment complex, ensuring tenant satisfaction.
2. Executed plumbing repairs, drywall fixes, and appliance servicing to maintain property standards.
3. Oversaw vendor management for seasonal projects, including pool maintenance and landscaping.
4. Procured necessary parts and supplies, optimizing inventory management for the maintenance department.
5. Implemented safety protocols in compliance with OSHA standards for chemical handling and maintenance tasks.
6. Conducted daily pool maintenance, ensuring cleanliness and safety for residents.
7. Delivered exceptional customer service, addressing tenant concerns and maintenance requests promptly.

EDUCATION

Associate of Applied Science in Maintenance Technology

Dec / 2017-Dec / 2019

Community College of Philadelphia

Portland, OR

Focused on practical skills in maintenance management, HVAC systems, and electrical systems.

SKILLS

Data Analysis

Documentation Skills

Technical Proficiency

Database Management

ACHIEVEMENTS

- ★ Reduced maintenance costs by 15% through efficient resource management.
- ★ Improved equipment uptime by 20% by implementing a preventive maintenance program.
- ★ Successfully led a team to complete a major facility upgrade ahead of schedule.