

# Building Maintenance

## ROBERT SMITH

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### Objective

Interested in finding a company that will allow to utilize the knowledge have obtained and also will allow to grow within the company. Responsible for the administration of designated Financial Aid related programs and acts as a liaison with on and off campus departments and/or agencies.

### Skills

Microsoft Word, Excel, Powerpoint, Outlook.

### Work Experience

#### Building Maintenance

**ABC Corporation** - October 2007 - September 2015

- Responsible for building and grounds maintenance at the york fairgrounds.
- Managed maintenance department inventory, scheduling, and the custodial personnel.
- Responsible for troubleshooting and validating repairs in a timely manner.
- Building a maintenance manager being trained to become the manager.
- Maintained and operated large and small scale HVAC, electrical, plumbing, boiler and support systems.
- Efficiently completed work orders and conducting preventative maintenance on HVAC and boiler systems.
- Maintaining and repairing buildings and equipment; grounds clean-up and snow removal.

#### Building Maintenance

**Delta Corporation** - 2002 - 2007

- Plumbing,Painting,Patching Holes,Waxing,Dusting,Mopping,Sweeping, Change Light Fixtures, landscaping & other etc Accomplishments Hard worker .
- Building maintenance.
- We did everything from carpentry to landscaping.
- We also did construction, demolition and dealt with heavy machinery.
- Spent two months in a classroom testing and learning everything about the job before being put on the floor.
- Responsible for all aspects of building maintenance for nine accounts.
- Worked independently, with reporting to management.

### Education

Bachelor Of Science In Business Administration - (Southern Oregon University)