

ROBERT SMITH

Building Maintenance Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To use knowledge and skills to enable future employers to excel in their area of expertise. Responsible for financial aid application processing, assistance in administration of financial aid programs, preparation of reports.

CORE COMPETENCIES

Construction, Demo, Installing, Heavy Machinery Operating, Bilingual.

PROFESSIONAL EXPERIENCE

Building Maintenance Manager

ABC Corporation - November 2009 – November 2012

Key Deliverables:

- Inspected used parts to determine changes in dimensional requirements, using rules, calipers, micrometers, and other measuring instruments.
- Fabricated and repaired counters, benches, partitions and other wooden structures such as sheds and outbuildings.
- Operated cutting torches and welding equipment to cut and join metal parts.
- Maintained and repaired specialized equipment and machinery found in cafeterias, laundries, hospitals, stores, offices, and factories.
- Set up and operated machine tools to repair and fabricate machine parts, jigs and fixtures, and tools.
- Painted and repaired roofs, windows, doors, floors, woodwork, plaster, drywall and other parts of building structures.
- Ordered parts, supplies and equipment from catalogs and suppliers and obtained them from storerooms.

Building Maintenance

Delta Corporation - 2008 – 2009

Key Deliverables:

- Maintained floors, restrooms, cafeterias, office areas and anything else needing done at various factories.
- Very good at maintaining high floor shine Skills Used the operation of high speed floor buffers.
- Mopping sweeping vacuumed sanitized restrooms setup the board room empty trash cans pick up trash out side wiped down the elevators ran the buffer .
- Building Maintenance - Cleaned facility and maintained cleanliness and functionality of all aspects of the building - Repaired, and painted ceilings .
- Building maintenance/ cleaning bathrooms, walkways, replacing broken or burnt out lights, dealing with tenants and cleaning offices Accomplishments .
- Skills Used Working at a fast pace, bilingual speaking english/spanish.

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- Dealing with tenants and keeping them happy.

EDUCATION

- Certificate High Rise Safety - 2006(Columbus State Community College - Columbus, OH)