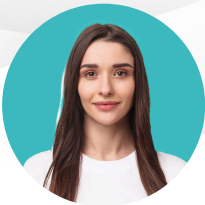


# CHARLOTTE HARRIS

## Building Services

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles  
🌐 www.qwikresume.com



## PROFESSIONAL SUMMARY

Dedicated Building Services professional with 2 years of hands-on experience in facility maintenance and operations. Skilled in managing janitorial teams, ensuring compliance with safety standards, and providing exceptional service to clients. Eager to contribute to a dynamic team and enhance building functionality while fostering a positive environment.

## WORK EXPERIENCE

### Building Services

Seaside Innovations

📅 Mar / 2024-Ongoing  
📍 Santa Monica, CA

- 1. Managed inventory and procurement of department supplies ensuring sufficient stock levels.
- 2. Ensured adherence to safety and quality standards, conducting regular audits.
- 3. Oversaw contractor operations to ensure compliance with project specifications.
- 4. Developed and recommended policies to enhance departmental efficiency.
- 5. Facilitated setups for meetings and events, efficiently transporting required supplies.
- 6. Coordinated with various departments to ensure seamless operations.
- 7. Utilized effective communication skills to address client concerns promptly.

### Building Services

Summit Peak Industries

📅 Mar / 2023-Mar / 2024  
📍 Denver, CO

- 1. Maintained all interior and exterior building areas to uphold cleanliness and safety.
- 2. Executed maintenance tasks using hand and power tools while adhering to safety protocols.
- 3. Conducted preventative maintenance checks on equipment to ensure optimal performance.
- 4. Followed detailed instructions for various building service tasks.
- 5. Performed comprehensive cleaning duties across multiple facilities, ensuring high standards.
- 6. Operated forklifts and pallet jacks to manage inventory effectively.

## EDUCATION

### Associate of Applied Science in Building Maintenance

City Community College

📅 Mar / 2022-Mar / 2023  
📍 Denver, CO

Focused on facility management, safety protocols, and maintenance procedures.

## SKILLS

Forklift Operation



Hvac Systems Management



Electrical Systems Knowledge



Plumbing Installation Skills



## ACHIEVEMENTS

- 🌟 Implemented a new inventory system that reduced supply costs by 15%.
- 🌟 Led a team that improved cleaning efficiency by 20% through streamlined processes.
- 🌟 Received commendation for exceptional customer service during major events.