

Maintenance Administrator

ROBERT SMITH

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Objective

Performance driven individual with solid communication and problem solving skills. Adept at achieving objectives, coaching for success, and providing stellar customer service. Adaptable to consistent change.

Skills

Flame AA, Coulomat, Fluorimeter,.

Work Experience

Maintenance Administrator

ABC Corporation - October 1981 - December 2012

- Utilized principles, concepts, laws, and regulations of human resource management providing oversight and advisory services for Workload and Workforce program initiatives.
- Identified size of the workforce needed to meet organizational goals and best practice benchmarks required determining the most effective work levels and workloads for efficient workforce planning/restructuring.
- Conducted needs assessments required to create approximately 150 schedules for 800 technicians and clerks during predetermined timelines.
- Researched historical work request records to generate Human Capital Plan in 8-week intervals.
- Applied analytical/evaluative methods and statistical techniques to improve the efficiency/effectiveness of manpower.
- Forecasted/estimated staffing levels, project milestones, competencies required, and deadlines.
- Collaborated closely with top-level officials to accomplish current and future workload requirements.

Maintenance Administrator

Delta Corporation - 1977 - 1981

- Supervised a Materials Management project & renovation of the storeroom with a \$50,000 budget and a three-month timeline Assisted the department.
- Columbia Handled the nine state complex and small business repair calls using trouble analysis facilitation interface system testing, diagnosis, and .
- Won award for top tenth percent performance within first six months.
- Schedule work orders with tenants, provided by the leasing company Coordinate schedules with maintenance field workers Create proposals.
- Operates and input/output terminal with standard keyboard entry from a computer Based record system and mechanized loop testing system Determines .
- Managed 100-150 daily inbound call requests in a fast-paced call center environment Created trouble tickets, dispatched and ensured completion.
- Maintain an excel spreadsheet checkbook, create shippers for parts going out to be repaired, perform book and record-keeping by utilizing excel.

Education

Certificate in Paralegal Studies - (Southern Career Institute - Springfield, VA)