

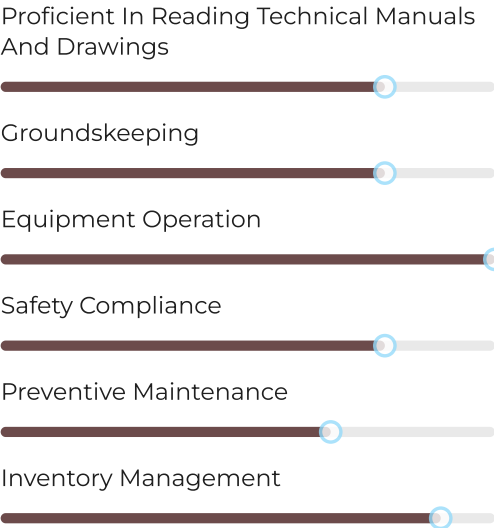


# EVELYN WHITE

Building Maintenance Aide

support@qwikresume.com  
(123) 456 7899  
Los Angeles  
www.qwikresume.com

## SKILLS



## INTERESTS

- DIY Projects    Crafting
- Meditation    History

## STRENGTHS

- Humility    Innovation
- Insightfulness    Integrity

## LANGUAGES



## ACHIEVEMENTS

- Successfully reduced maintenance response time by 20% through improved workflow processes.
- Implemented a new tracking system for maintenance requests, enhancing efficiency by 30%.

## PROFESSIONAL SUMMARY

With a decade of extensive experience in building maintenance, I excel in facility repairs, preventative maintenance, and ensuring operational safety. My hands-on approach and commitment to excellence drive me to maintain high standards in cleanliness and functionality, contributing effectively to team success and operational efficiency.

## WORK EXPERIENCE

- Building Maintenance Aide**    Apr / 2018-Ongoing  
Quantum Solutions LLC    Phoenix, AZ
- Conducted thorough inspections of all facility systems, identifying and rectifying defects swiftly.
  - Maintained detailed records of maintenance activities and service requests to ensure compliance and efficiency.
  - Executed preventative maintenance tasks to extend the lifespan of equipment and systems.
  - Coordinated with suppliers for procurement of spare parts, optimizing inventory management.
  - Ensured compliance with safety regulations and corporate policies during all maintenance activities.
  - Performed minor repairs including plumbing, electrical, and HVAC tasks to maintain operational integrity.
  - Managed grounds maintenance, including trash removal, landscaping, and facility cleanliness.

- Maintenance Aide**    Apr / 2015-Apr / 2018  
Crescent Moon Design    Portland, OR
- Assisted maintenance technicians in completing work orders and addressing tenant concerns efficiently.
  - Carried out preventative maintenance and repairs on facility equipment, ensuring minimal downtime.
  - Executed daily cleaning and maintenance tasks to uphold facility standards and appearance.
  - Oversaw grounds maintenance for multiple properties, ensuring a safe and clean environment.
  - Maintained accurate records of maintenance activities and inventory used.
  - Collaborated with team members to streamline maintenance operations and improve response times.

## EDUCATION

- Associate of Applied Science in Facility Management**    Apr / 2012    Apr / 2015  
City College    Toronto, ON
- Focused on building maintenance, safety standards, and operational efficiency.