



# OLIVIA SMITH

## Senior Maintenance Director

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### SKILLS

Welding Techniques



Chauffeur License Management



Electrical And Plumbing Knowledge



Pest Control



Project Management



Construction Oversight



### INTERESTS

📖 Birdwatching 🧳 Traveling

🏠 Sports Coaching 🏆 Knitting

### STRENGTHS

🔧 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

### LANGUAGES



English



Mandarin



Polish

### ACHIEVEMENTS

★ Reduced maintenance costs by 15% through strategic budget management and vendor negotiations.

★ Implemented a computerized maintenance management system, increasing work order efficiency by 30%.

### PROFESSIONAL SUMMARY

Seasoned Senior Maintenance Director with 10 years of extensive expertise in managing maintenance operations and enhancing facility performance. Skilled in leading high-performing teams, optimizing budgets, and ensuring adherence to safety regulations. Committed to implementing innovative strategies that drive efficiency and elevate service quality across all maintenance functions.

### WORK EXPERIENCE

#### Senior Maintenance Director

📅 Apr / 2018-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Oversee and maintain compliance with Life Safety-State and Federal Regulations.
2. Conduct regular inspections to assess facility conditions and identify necessary maintenance work.
3. Coordinate with management to prepare rooms for occupancy and ensure readiness.
4. Manage maintenance budgets, including cost estimation and financial reporting.
5. Collaborate with other departments to streamline service delivery and operational efficiency.
6. Review and inspect completed work to ensure adherence to standards and specifications.
7. Establish and enforce operational procedures for maintenance activities and staff performance.

#### Maintenance Director

📅 Apr / 2015-Apr / 2018

Summit Peak Industries

📍 Denver, CO

1. Managed all maintenance operations for a 120-bed rehabilitation facility, focusing on plumbing, electrical, HVAC, and grounds maintenance.
2. Oversaw maintenance and compliance of medical equipment, including wheelchairs and oxygen concentrators.
3. Conducted Fire & Life Safety inspections, ensuring adherence to OSHA and State regulations.
4. Administered budget management and supervised contractors for major repair projects.
5. Implemented a computerized work order system, enhancing efficiency and tracking.
6. Maintained on-call availability 24/7 to address urgent maintenance needs.

### EDUCATION

#### Bachelor of Science in Facility Management

📅 Apr / 2012-Apr / 2015

University of Southern California

📍 Chicago, IL

Focused on maintenance operations, facility management principles, and safety regulations.