

EMMA JOHNSON

Associate Maintenance Officer

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PROFESSIONAL SUMMARY

Motivated Maintenance Officer with 2 years of practical experience in facility upkeep and equipment repair. Adept at executing preventive maintenance and conducting thorough inspections to ensure safety and efficiency. Ready to leverage strong problem-solving skills and attention to detail to contribute effectively to a dynamic maintenance team.

WORK EXPERIENCE

Associate Maintenance Officer

Pineapple Enterprises

📅 Feb / 2024-Ongoing

📍 Santa Monica, CA

1. Conducted routine maintenance and repairs on facilities, equipment, and grounds, ensuring operational efficiency.
2. Performed electrical, carpentry, and painting tasks to maintain high standards in facility upkeep.
3. Assisted in the transportation and setup of essential equipment, ensuring readiness for use.
4. Communicated effectively with team members and management to address maintenance needs.
5. Emphasized attention to detail in all maintenance tasks to uphold safety and quality standards.
6. Completed training programs, enhancing technical skills and maintenance knowledge.
7. Monitored supply levels and reported needs for maintenance materials.

Maintenance Officer

Crescent Moon Design

📅 Feb / 2023-Feb / 2024

📍 Portland, OR

1. Oversaw facility maintenance operations, ensuring timely completion of work orders.
2. Managed inspection schedules and documented maintenance activities for compliance.
3. Coordinated with external vendors for specialized repairs and maintenance services.
4. Participated in safety audits and contributed to the development of safety protocols.
5. Assisted in the training and onboarding of new maintenance staff.
6. Maintained records of maintenance activities and inventory for reporting purposes.

EDUCATION

Associate of Applied Science in Industrial Maintenance

Tech Valley College

📅 Feb / 2022-Feb / 2023

📍 Denver, CO

Focused on practical skills in maintenance and repair of industrial equipment.

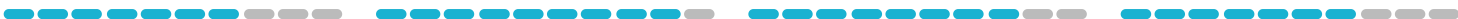
SKILLS

Asset Management

Facility Maintenance

Communication Skills

Technical Troubleshooting



ACHIEVEMENTS

- 🌟 Increased equipment uptime by 15% through effective preventive maintenance practices.
- 🌟 Reduced maintenance costs by 10% by implementing efficient workflow processes.
- 🌟 Successfully conducted over 50 inspections leading to enhanced safety compliance.