

# ROBERT SMITH

## Maintenance Representative

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Seeking a competitive Maintenance Representative position with a company which will require me to utilize my skills, abilities and experience to ensure the company's success. Working effectively with others to ensure on-time completion of work. Potential room for growth and eager for training in areas that will help to provide an even higher quality of service to progress in my career endeavors while continuing to further my education.

**MAY 2002 - JULY 2003**

### **MAINTENANCE REPRESENTATIVE - ABC CORPORATION**

- Responsible for providing a neat and clean cut to the customers yard.
- Responsible for handling the walk behinds at commercial properties.
- Provided mulch under trees and flower beds while planting flowers, trees, shrubs, etc.
- Trimmed trees and bushes.
- Shoveled snow from driveways, walkways and stairs for safety.
- Repaired the lawn mowers as needed.
- Worked as a contractor for the State Highway Administration (SHA) removing debris from the highway.

**1998 - 2002**

### **MAINTENANCE REPRESENTATIVE - DELTA CORPORATION**

- Hired by Victory Jet to work as a liaison at Swift Air) Travel as a technical representative with company aircraft (737-300) Worked as a technical .
- Supervised maintenance teams in foreign country assignments Traveled with various 737 aircraft as a part 121 maintenance representative Responsible .
- Completed daily punchlists consisting of repairs, adjustments, or installations involving carpentry, plumbing, electrical, and furniture in a 130-.
- Set up maintenance stations and training.
- Maintenance Supervisor Line maintenance, personnel and schedules.
- Maintaining water filtration system at Safeway, and Starbucks.
- Minor and major plumbing repairs &gt;Setting up instahot systems.

## **EDUCATION**

High School Diploma

## **SKILLS**

MS Office, Representative SKills.