



OLIVIA SMITH

General Maintenance Worker

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Very Quick Learner



Very Positive



Hard Worker



Perform Excellent Work



Building Maintenance



🎯 INTERESTS

- ★ Surfing
- 🥋 Martial Arts
- 👥 Community Service
- 📝 Blogging

👊 STRENGTHS

- ⌚ Patience
- 🏔 Perseverance
- 📅 Planning
- ⚙ Positivity

🗣 LANGUAGES



English



Swahili



Italian

🏆 ACHIEVEMENTS

- ★ Reduced maintenance costs by 20% through effective resource management.
- ★ Completed over 200 successful repair requests within deadlines.
- ★ Streamlined inventory processes, reducing material waste by 15%.
- ★ Trained and mentored new maintenance staff, improving team efficiency and knowledge retention.

👤 PROFESSIONAL SUMMARY

13 Years of experience as a Maintenance Worker, in the construction industry. Proven to be skilled at meeting challenges and deadlines. Conscientious, follow appropriate safety procedures.

💼 WORK EXPERIENCE

General Maintenance Worker

📅 May / 2018-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Installed storm windows or storm doors and verify proper fit.
2. Made minor repairs using basic hand or power tools and materials, such as glass, lumber, and drywall.
3. Warped air ducts and water lines with insulating materials, such as duct wrap and pipe insulation.
4. Explained recommendations, policies, procedures, requirements, or other related information to residents or building owners.
5. Maintained activity logs, financial transaction logs, or other records of weatherization work performed.
6. Trusted with different company keys and codes in order to facilitate the cleaning of facilities in a thorough and timely manner.
7. Worked with the maintenance department on learning electricity and motor controls.
8. Operate processing equipment such as fiber-sorters and the into grinders to crush and grind the recyclable materials.
9. Deposit recoverable materials into chutes and place materials on conveyor belts.
10. Stocked serviced and cleaned restrooms and gathered and emptied the trash.

Pipe Fitter

📅 May / 2015-May / 2018

Silver Lake Enterprises

📍 Seattle, WA

1. Created detailed design drawings, and fabricated, installed, and maintained pipe systems, pipe supports, hot water, and industrial production and processing systems.
2. Maintained clean work area and practiced extreme attention to detail to ensure the safety of equipment and chemical factory workers.
3. Collaborated with Project Managers and tool owners on each project to ensure adequate inventory and on-time delivery.

🎓 EDUCATION

Associate of Applied Science in Maintenance Technology

📅 May / 2012 - May / 2015

Central Community College

📍 Portland, OR

Focused on practical applications of maintenance skills, including HVAC, plumbing, and electrical systems.