



JAMES CLARK

Property Maintenance Technician

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Maintenance



HVAC Systems



Plumbing Repairs



Electrical Troubleshooting



Carpentry Skills



🎯 INTERESTS

📖 DIY Projects 📖 Crafting

📖 Meditation 📖 History

👊 STRENGTHS

⚙ Gratitude

⚙ Humility

⚙ Innovation

⚙ Insightfulness

🗣 LANGUAGES



English
80%



Mandarin
80%



Spanish
80%

🌟 ACHIEVEMENTS

🌟 Reduced maintenance response time by 30% through efficient work order management.

🌟 Successfully completed over 200 work orders annually, ensuring high tenant satisfaction.

👤 PROFESSIONAL SUMMARY

Dedicated Property Maintenance Technician with 5 years of experience in building repairs, preventative maintenance, and facility management. Proven ability to enhance property value through effective maintenance strategies and exceptional service.

💼 WORK EXPERIENCE

Property Maintenance Technician/Supervisor

📅 Dec / 2020-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Adhere to the preventative maintenance program for each community, ensuring timely repairs and upkeep.
2. Perform minor maintenance and repairs in carpentry, electrical, HVAC, plumbing, and painting as per work orders.
3. Complete all required forms and work orders accurately and promptly.
4. Assist in moving heavy items as directed, adhering to safety protocols.
5. Inspect building systems and equipment regularly to ensure optimal performance.
6. Monitor and adjust controls for building systems, including HVAC and boilers.
7. Inspect common areas to maintain cleanliness and aesthetic appeal.

Property Maintenance Technician

📅 Dec / 2019-Dec / 2020

Cactus Creek Solutions

📍 Phoenix, AZ

1. Managed repair and maintenance of condominium grounds and facilities, ensuring high standards.
2. Assigned multiple tasks while remaining vigilant to maintenance needs across seasons.
3. Focused on outdoor maintenance during summer, including pool operations and landscaping.
4. Conducted snow removal and preventive measures during winter to protect property.
5. Prepared for summer maintenance by collecting proposals and scheduling work.

🎓 EDUCATION

Associate of Applied Science in Building Maintenance

📅 Dec / 2018 Dec / 2019

Community College of Philadelphia

📍 Phoenix, AZ

Focused on building systems, maintenance practices, and safety protocols.