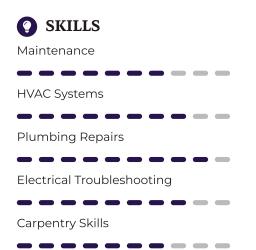


JAMES CLARK Property Maintenance Technician

- (123) 456 7899
- Los Angeles
- www.qwikresume.com



INTERESTS

DIY Projects

Crafting

Meditation

History

STRENGTHS









LANGUAGES







English 80%

Mandarin 80%

Spanish 80%

ACHIEVEMENTS



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
- 7. Inspect common areas to maintain cleanliness and aesthetic appeal.

Property Maintenance Technician

Cactus Creek Solutions

耳 Phoenix A7

- 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

耳 Phoenix, AZ

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

