

## **SAMPLE STUDENT**

Palatine, IL 60067

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### **DIRECTOR OF MAINTENANCE**

Maintenance professional with success in managing and developing teams and managing facilities. Experience maintaining and repairing machines, mechanical equipment and buildings. Adept at coordinating multiple projects and creating effective maintenance procedures.

#### **WORK EXPERIENCE**

##### **Assistant Director of Maintenance**

GEMS World Academy, Chicago, IL

April 20xx to Present

- Hire, train, supervise and evaluate staff responsible for performing routine preventative maintenance to ensure all building systems run smoothly and efficiently and manage physical condition of buildings
- Plan and coordinate all work performed on site including ongoing maintenance and construction projects
- Assist with selection of outside contractors and handle coordination work of architects, engineers, vendors, utilities and contractors related to maintenance
- Create weekly dashboard reports for all projects and maintenance work

##### **Maintenance Supervisor**

High Ridge Town Condominium Association, Palatine, IL

July 20xx to March 20xx

- Supervised and scheduled all custodial staff and participated in evaluation of staff performance
- Diagnosed problems and determined how to correct them including checking blueprints, repair manuals and part catalogs as needed
- Performed plumbing, electrical, HVAC and equipment repairs as required
- Acted as liaison between on-site managers, tenants and owners to keep communication lines open and facilitate problem solving

##### **Maintenance Assistant**

YMCA, Elgin, IL

September 20xx to June 20xx

- Assisted in maintenance of all facilities, grounds and equipment to ensure safety of members and staff including performing preventative maintenance and repairs
- Maintained inventory of custodial supplies and kept supplies stored safely
- Reviewed work order priorities with supervisor on a daily basis
- Responded to after-hours facility emergencies

#### **EDUCATION**

Harper College, Palatine, IL

Associate in Applied Science: Maintenance Technology

May 20xx

Supervisory Maintenance Certificate

Basic Maintenance Certificate

Manufacturing Basic Certificate