

**SIMI LATROBA**  
Palatine, IL 60067  
847.555.1212  
[similatroba@gmail.com](mailto:similatroba@gmail.com)

---

## **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