

SIMI LATROBA
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OBJECTIVE

Seeking a **Director of Maintenance** position to utilize supervisory and maintenance experience and educational background

WORK EXPERIENCE

Assistant Director of Maintenance

GEMS World Academy, Chicago, IL
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
20xx to 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
20xx to 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

Basic Maintenance Certificate

Manufacturing Basic Certificate

Supervisory Maintenance Certificate