

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

To obtain a position as an Apartment Maintenance Technician where I will utilize my plumbing, electrical, and general maintenance skills to ensure the proper functioning and maintenance of the property while providing excellent customer service to tenants.

Experience

Enter Job Position Here - Company / Location
MONTH YEAR - Present

- Conducted routine maintenance tasks such as painting, carpentry, and electrical work to ensure that apartment units were kept in good condition.
- Performed preventative maintenance and regular inspections on mechanical systems, including HVAC, plumbing, and electrical systems.
- Responded to tenant maintenance requests promptly and professionally, diagnosing and repairing issues as necessary.
- Maintained accurate records of all maintenance activities, including work orders, inventory, and repairs completed.
- Coordinated and supervised contractors for specialized repairs like roofing, landscaping, and elevator maintenance.

Enter Job Position Here - Company / Location
MONTH YEAR – MONTH YEAR

- Assisted with preparing apartments for new tenants, including cleaning, painting, and minor repairs.
- Conducted regular property inspections to identify and address potential maintenance issues, ensuring the safety and comfort of all residents.
- Maintained the cleanliness and organization of the maintenance shop and storage areas, ensuring that tools and supplies were stored correctly and accounted for.
- Provided excellent customer service to tenants, addressing concerns and answering questions promptly and professionally.
- Participated in on-call rotations to respond to emergency maintenance requests outside regular business hours.

Project Experience

- Led a team in installing a new security camera system throughout the apartment complex, enhancing safety and security for all residents.
- Worked with the property management consultant to coordinate a large-scale HVAC upgrade project, including replacing aging units and installing new, energy-efficient systems.
- Collaborated with a contractor to oversee a major renovation of the community clubhouse, updating the space with new flooring, lighting, and fixtures to improve resident satisfaction and attract new tenants.

Education

Associate of Applied Science in Building Maintenance Technology -
Houston Community College
MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL
May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Strong communication skills to effectively communicate with residents and team members
- Excellent problem-solving and critical thinking skills to troubleshoot issues and find solutions quickly
- Exceptional time management skills to prioritize and complete tasks efficiently and on schedule
- Proficiency in plumbing, electrical, and HVAC systems to maintain and repair apartment units
- Knowledge of safety regulations and protocols related to property maintenance and repair.

Licenses & Accreditations

Licenses Licenses & Accreditations

- HVAC Technician Certification
- Certified Apartment Maintenance Technician (CAMT)
- Universal Refrigerant Certification
- Electrical License
- Occupational Safety and Health Administration (OSHA) 10/30-Hour Certification