

# NAME

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

## Profile

To secure a results-driven maintenance supervisor role to apply my experience with leading teams, implementing efficient and preventive maintenance strategies, and helping manage general maintenance operations. I have ample experience in the world of maintenance and want to take the next step in my career.

## Experience

### Assistant Maintenance Supervisor - ABC Building / Location

MONTH YEAR - Present

- Assisted the Head Maintenance Supervisor with coordinating maintenance work for a 1000-person office building
- Led a team of 25 technicians to ensure up-to-date maintenance on the HVAC systems, plumbing, electrical systems, and more throughout the multi-floor building
- Helped manage inventory of supplies of equipment and store spare parts that could be put to future use
- Conducted ongoing audits and maintenance inspections to prevent potential safety hazards
- Worked with external contractors for niche projects on occasion in order to ensure effective project completion

### Maintenance Technician - ABC Warehouse / Location

MONTH YEAR – MONTH YEAR

- Gained boots-on-the-ground experience using many types of maintenance tools and systems, such as electrical systems, HVAC systems, plumbing, etc.
- Helped diagnose any malfunctions in our equipment to uncover and fix the root cause of issues and disturbances, then prevent breakdowns in the future
- Performed routine maintenance checks on forklifts, material handling equipment, packaging machinery, and conveyor systems
- Learned how to use CMMS (computerized maintenance management systems) to monitor the maintenance history, track orders, and analyze equipment performance data
- Managed the inventory of spare parts and tools, ordering more supplies when need be and ensuring that the warehouse had everything necessary ahead of time

### Project Experience

- Preventative Maintenance Project:** I led a team of technicians to conduct wide-scale preventative maintenance activities. This monthly project prevented equipment from breaking down, thus helping the warehouse save anywhere between \$1000 – \$10,000 each month and reducing equipment downtime by 25%.
- Efficient Energy Initiative:** Due to my passion for environmental awareness, I outlined energy conservation opportunities throughout the ABC Building and advocated for various energy-saving measures. Through upgrades and energy-saving equipment alternatives, we reduced energy expenditure by 30% in under five months.

## Education

### Associate of Applied Science in Industrial Maintenance Technology - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- CMMS (computerized maintenance management systems)
- Troubleshooting / Problem-solving
- Leadership
- Mechanical expertise
- Electrical expertise

## Licenses & Accreditations

### Licenses & Accreditations

- Certified Forklift Operator
- Certified Maintenance Manager
- Certified Maintenance & Reliability Technician