

Richard Anderson

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(123)-456 7890.

Objective:

To obtain a rewarding and challenging position in a company that utilizes my maintenance management experience to better serve the customers and to make the service department operate effectively and effectively while accomplishing job satisfaction, learning new things and growing in the company.

Qualification Summary:

Dedicated, loyal, customer oriented person and highly motivated to succeed in any position. Strong knowledge of practices and principles of employee supervision, including work assignment, planning, review and training staff in work procedures. Wide knowledge of techniques, procedures, policies, materials, equipments and supplies related to operation, construction, repair and maintenance of facilities and infrastructure found in municipal setting. Uncommon time management and organizational skills with attention to detail.

Education:

High School Diploma
Ramapo College of New Jersey
GPA: 3.1
May 2001

Work Experience:**Madison Apartment Group, L.P., Lincoln, NJ**

Maintenance Supervisor
Jan. 2004 - present

- Determined schedules and workloads and supervised maintenance staff.
- Made hiring and termination recommendations by evaluating staff.
- Interpreted, developed and implemented policies and procedures.
- Monitoring and taking part in operations in assigned sections including developing, inspecting projects, implementing modifications and recommending specifications, improvements and scheduling for contracts, inspecting contractor's work and negotiating price.
- Ensure that all staff members are trained in composite maintenance activities and were strictly following standard operating procedures.
- Ordered materials and supplies
- Helped in tracking and monitoring of expenditures for the section.

Linens N Things, Swedesboro, NJ

Maintenance Supervisor

Feb. 2002 - Dec. 2004

- Synchronized the section activities with other sections, departments, programs including scheduling and resolving problems.
- Helped the staff selection process.
- Inspected and coordinated the work done by contractors.
- Ensured that proper safety training was provided to the staff at the joining and that were properly followed by them.
- Responsible for periodic evaluations of subordinates and suggested and implemented disciplines as necessary.
- Coordinated activities with other responders.
- Responded to emergencies as requested.