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## **EXPERTISE SKILLS**

- Electrical systems
- plumbing
- customer service
- safety training
- preventive maintenance
- facilities management

## **LANGUAGES**

- English
- Spanish
- French

## **CERTIFICATION**

- Diploma in Facilities Management, Community College, 2017

## **REFERENCES**

### **John Smith**

Senior Manager, Tech Corp  
john.smith@email.com

### **Sarah Johnson**

Director, Innovation Labs  
sarah.j@email.com

### **Michael Brown**

VP Engineering, Solutions Inc  
mbrown@email.com

# MICHAEL ANDERSON

## BUILDING MAINTENANCE TECHNICIAN

Detail-oriented Building Maintenance Technician with a solid background in residential and commercial property maintenance. Possesses a comprehensive understanding of electrical, plumbing, and mechanical systems, enabling efficient troubleshooting and repair. Demonstrates a proactive approach to facility management, focusing on preventive measures to avert costly repairs and ensure tenant satisfaction. Proven ability to maintain compliance with all safety regulations and standards, fostering a safe environment for both employees and residents.

## **PROFESSIONAL EXPERIENCE**

### **Lakeside Residential Complex**

*Mar 2018 - Present*

Building Maintenance Technician

- Performed routine inspections and repairs of electrical systems in residential units.
- Executed plumbing repairs, including fixture installations and leak repairs.
- Developed and maintained a comprehensive maintenance log for all properties.
- Managed seasonal maintenance tasks, ensuring readiness for winter and summer months.
- Coordinated with external contractors for specialized repairs and renovations.
- Responded promptly to tenant maintenance requests, achieving high satisfaction ratings.

### **City Housing Authority**

*Dec 2015 - Jan 2018*

Maintenance Assistant

- Assisted in the maintenance and repair of plumbing and electrical systems.
- Helped implement preventive maintenance schedules for all housing units.
- Supported senior technicians in diagnosing and resolving complex maintenance issues.
- Maintained cleanliness and organization of maintenance work areas and tools.
- Participated in safety training sessions, enhancing personal and team safety practices.
- Provided excellent customer service to residents, addressing concerns effectively.

## **ACHIEVEMENTS**

- Achieved a 95% tenant satisfaction rate through responsive maintenance service.
- Recognized for outstanding teamwork and collaboration in a multi-disciplinary environment.
- Successfully reduced service turnaround time by 30% through effective scheduling.