



Michael ANDERSON

MAINTENANCE COORDINATOR

Detail-oriented Construction Maintenance Worker with a solid foundation in building maintenance and repair. Proven expertise in executing maintenance tasks across various construction environments, with a strong focus on safety and quality assurance. Capable of managing multiple responsibilities while adhering to project timelines and specifications. Recognized for exceptional technical skills and a proactive approach to problem-solving.

CONTACT

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SKILLS

- Building Maintenance
- Safety Management
- Technical Skills
- Project Coordination
- Compliance
- Team Collaboration

LANGUAGES

- English
- Spanish
- French

EDUCATION

CERTIFICATE IN CONSTRUCTION MAINTENANCE

ACHIEVEMENTS

- Implemented a new maintenance tracking system, improving efficiency by 25%.
- Recognized for outstanding service delivery in 2022.
- Successfully reduced maintenance response times to under 24 hours.

WORK EXPERIENCE

MAINTENANCE COORDINATOR

MNO Construction Group

2020 - 2025

- Coordinated all maintenance activities, ensuring adherence to safety and quality standards.
- Developed maintenance schedules that improved response times by 50%.
- Conducted regular inspections to identify and address maintenance issues proactively.
- Collaborated with contractors for specialized repair tasks.
- Maintained detailed records of maintenance activities for compliance audits.
- Facilitated training sessions on safety procedures and maintenance techniques.

CONSTRUCTION MAINTENANCE WORKER

RST Facilities Services

2015 - 2020

- Performed routine maintenance tasks across various facilities, ensuring functionality.
- Assisted in emergency repair operations, minimizing service disruptions.
- Maintained equipment and tools, ensuring readiness for use.
- Participated in safety drills and training to enhance team preparedness.
- Documented maintenance activities for reporting and compliance purposes.
- Collaborated with team members on special projects and initiatives.