



MICHAEL ANDERSON

Domestic Maintenance Coordinator

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SUMMARY

Diligent and resourceful Domestic Maintenance Assistant with extensive experience in providing comprehensive support for household operations. Proven ability to manage various maintenance tasks while ensuring a clean and organized environment. Demonstrates exceptional attention to detail, ensuring all household appliances and systems function optimally. Strong proficiency in troubleshooting and resolving issues related to home maintenance, including plumbing, electrical, and general repairs.

WORK EXPERIENCE

Domestic Maintenance Coordinator Private Residence

Jan 2023 - Present

- Oversaw daily household operations and maintenance activities.
- Coordinated with contractors for repairs and renovations.
- Managed inventory of supplies and tools to ensure availability.
- Implemented preventive maintenance schedules for appliances.
- Monitored cleaning staff and ensured adherence to standards.
- Conducted regular inspections to identify maintenance needs.

Home Repair Technician Freelance

Jan 2020 - Dec 2022

- Executed various home repair tasks, including plumbing and electrical work.
 - Provided consultation services to homeowners regarding maintenance issues.
 - Utilized power tools and equipment for efficient repairs.
 - Trained new technicians in proper repair techniques.
 - Maintained detailed records of repairs and customer interactions.
 - Delivered exceptional customer service, enhancing client satisfaction.
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EDUCATION

Diploma in Home Maintenance Technology

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** problem-solving, time management, communication, technical skills, customer service, organization
- **Awards/Activities:** Successfully reduced household repair costs by 30% through effective vendor negotiations.
- **Awards/Activities:** Received 'Employee of the Year' award for outstanding service in 2022.
- **Awards/Activities:** Implemented a new inventory management system that improved supply tracking efficiency by 40%.
- **Languages:** English, Spanish, French