



MICHAEL ANDERSON

Home Maintenance Technician

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SUMMARY

Resourceful home maintenance professional with over eight years of comprehensive experience in residential repair and upkeep. Expertise lies in performing preventive maintenance, diagnosing and resolving issues efficiently, and ensuring high standards of safety and quality. Proven ability to manage multiple tasks while delivering exceptional service and fostering positive relationships with clients.

WORK EXPERIENCE

Home Maintenance Technician Premier Home Services

Jan 2023 - Present

- Conducted routine inspections and preventive maintenance on residential properties.
- Utilized power tools and hand tools for repairs and installations.
- Collaborated with clients to identify and resolve maintenance issues promptly.
- Managed inventory of maintenance supplies and tools to ensure availability.
- Implemented safety protocols during all maintenance activities.
- Trained junior staff on best practices in home maintenance and repair.

Facilities Maintenance Coordinator Urban Living Solutions

Jan 2020 - Dec 2022

- Coordinated maintenance schedules and prioritized urgent repair requests.
 - Executed projects including plumbing, electrical work, and carpentry.
 - Maintained compliance with local building codes and regulations.
 - Conducted safety audits and ensured adherence to safety standards.
 - Developed cost-effective maintenance strategies to optimize budget.
 - Engaged with contractors and service providers for specialized repairs.
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EDUCATION

Diploma in Building Maintenance, Community College, 2015

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** preventive maintenance, troubleshooting, customer service, project management, safety compliance, team collaboration
- **Awards/Activities:** Reduced maintenance costs by 15% through effective resource management.
- **Awards/Activities:** Recognized as Employee of the Month for outstanding service in 2022.
- **Awards/Activities:** Successfully completed over 1000 maintenance requests with a 98% customer satisfaction rate.
- **Languages:** English, Spanish, French