



MICHAEL ANDERSON

Facilities Maintenance Coordinator

Proficient Housing Maintenance Manager with a solid foundation in facilities management and property upkeep. Over 6 years of experience managing maintenance teams and ensuring high standards of service in residential properties. Proven ability to develop effective maintenance schedules and implement strategies that enhance property value. Strong understanding of regulatory compliance and safety standards.

WORK EXPERIENCE

Facilities Maintenance Coordinator

2020-2023

Urban Habitat

- Coordinated maintenance activities for a residential community of over 500 units.
- Managed work orders and maintenance requests through a digital tracking system.
- Ensured compliance with safety regulations through regular audits.
- Trained maintenance staff on best practices in property upkeep.
- Developed and maintained strong relationships with tenants and vendors.
- Prepared monthly maintenance reports for management review.

Maintenance Technician

2019-2020

Community Living Services

- Performed routine maintenance and repairs in residential properties.
- Assisted in the development of preventive maintenance schedules.
- Responded to tenant requests in a timely and efficient manner.
- Maintained inventory of tools and supplies for maintenance operations.
- Conducted property inspections to ensure quality standards were met.
- Collaborated with team members to improve service delivery.

ACHIEVEMENTS

- Achieved a 98% tenant satisfaction rate through effective maintenance management.
- Recognized for outstanding performance in property upkeep.
- Successfully implemented a new maintenance tracking system that improved efficiency.

CONTACT

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EDUCATION

Diploma in Facilities Management

Trade School
2016-2020

SKILLS

- Facilities Management
- Compliance
- Team Coordination
- Inventory Control
- Reporting
- Customer Service

LANGUAGES

- English
- Spanish
- French