



# MICHAEL ANDERSON

## MAINTENANCE COORDINATOR

### PROFILE

Proficient Maintenance Coordinator with a robust background in mechanical systems and facility operations management. Expertise in developing maintenance strategies that enhance equipment reliability and operational efficiency. Extensive experience in supervising maintenance teams, ensuring adherence to safety protocols, and optimizing resource utilization. Demonstrated ability to conduct comprehensive audits and inspections, resulting in improved compliance with industry standards.

### EXPERIENCE

#### MAINTENANCE COORDINATOR

##### Premier Manufacturing Inc.

2016 - Present

- Coordinated all maintenance activities for manufacturing equipment and facilities.
- Developed and maintained a comprehensive maintenance schedule to ensure operational continuity.
- Supervised a team of 12 maintenance technicians, providing guidance and support.
- Conducted root cause analyses to identify and resolve equipment failures.
- Managed the procurement of parts and materials for maintenance projects.
- Ensured compliance with environmental and safety regulations across all operations.

#### FACILITY MAINTENANCE TECHNICIAN

##### Citywide Facilities

2014 - 2016

- Performed routine inspections and repairs on HVAC systems and plumbing.
- Assisted in the installation of new equipment and systems.
- Maintained accurate records of maintenance activities and inventory.
- Collaborated with contractors for specialized maintenance tasks.
- Provided on-call support for emergency maintenance issues.
- Trained new staff on maintenance procedures and safety protocols.

### CONTACT

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- San Francisco, CA

### SKILLS

- Mechanical systems
- Equipment reliability
- Team supervision
- Safety protocols
- Compliance auditing
- Problem-solving

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

#### ASSOCIATE DEGREE IN MECHANICAL ENGINEERING, TECHNICAL COLLEGE

### ACHIEVEMENTS

- Increased equipment uptime by 20% through enhanced maintenance scheduling.
- Awarded Best Safety Practices recognition for two consecutive years.
- Developed a training program that improved team efficiency by 25%.