



MICHAEL ANDERSON

Healthcare Maintenance Coordinator

Dedicated Maintenance Coordinator with a rich background in healthcare facilities management. Expertise in ensuring operational readiness and compliance with healthcare regulations through effective maintenance practices. Proven ability to develop and implement maintenance programs that enhance patient safety and comfort. Strong organizational skills facilitate the management of multiple priorities in a fast-paced environment.

CONTACT

- (555) 234-5678
- michael.anderson@email.com
- San Francisco, CA

EDUCATION

Bachelor of Science in Health Services Management

University of Health Sciences
2016-2020

SKILLS

- Healthcare facilities management
- Patient safety
- Compliance management
- Team coordination
- Operational readiness
- Continuous improvement

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Healthcare Maintenance Coordinator

2020-2023

City Hospital

- Coordinated maintenance operations for hospital facilities and equipment.
- Developed preventive maintenance plans to ensure compliance with healthcare standards.
- Managed maintenance staff and ensured timely response to service requests.
- Conducted regular audits to assess facility conditions and safety compliance.
- Collaborated with clinical staff to address urgent maintenance needs.
- Maintained documentation of all maintenance activities and compliance reports.

Facilities Maintenance Technician

2019-2020

Community Health Center

- Performed routine maintenance and repairs on healthcare equipment.
- Assisted in the setup and maintenance of patient care areas.
- Responded to urgent maintenance requests from staff promptly.
- Maintained records of maintenance tasks and inventory.
- Trained new staff on safety protocols and maintenance procedures.
- Supported facility improvement projects to enhance patient experience.

ACHIEVEMENTS

- Improved patient satisfaction scores related to facility conditions by 35%.
- Recognized for outstanding performance in facility maintenance management.
- Successfully implemented a new maintenance tracking system, enhancing efficiency by 25%.