

# Resume 677

---

## OBJECTIVE

To secure a position with your company as a *Manager / Supervisor* in *Production, Warehouse*, as a *Machine Operator*, or other position in *General Labor*, utilizing my skills, training, and experience

## SUMMARY OF QUALIFICATIONS

- Over 1 ½ years' experience as a Building/Facilities Maintenance Supervisor in several hotels supervising up to 5 employees, ensuring that repairs and maintenance projects were completed per corporate standards and approval
- Experienced with all phases of workforce development including interviewing, hiring, training, scheduling, delegating work orders, monitoring all work activities for quality, expediency, and safety, conducting performance evaluations, implementing disciplinary measures, and terminations
- Over 14 years' experience in production/assembly and warehouse settings, manufacturing pharmaceuticals, tote bags, Kevlar vests for military and law enforcement, oxygen and propane valves, and stainless steel components, operating various machines in the production of such items, and designated with security clearance
- Consistently meets and/or exceeds all daily production quotas, goals, and objectives
- Complies with all corporate SOP and OSHA rules and regulations, including experience wearing PPE and hardhats and working in clean-room settings
- Proficient with inventory management, utilizing handheld barcode readers, and uploading data to computer databases
- Operates forklifts, pallet jacks (motorized/manual), overhead cranes, shrink-wrap machines, and various equipment as needed
- Utilizes a variety of measurement devices including micrometers, calipers, depth gauges, and tape measures
- Strong communications, math, analytical, and problem-solving skills
- Multi-tasks efficiently, learns new systems quickly, and completes all projects on-time or ahead of schedule
- Familiar with using computers, Windows, MS Office, Internet research, and email; types 35+ WPM
- Works well independently or collaboratively in a team environment

## PROFESSIONAL EXPERIENCE

### 07/12 - 09/14 *Supervisor - Facilities and Grounds Maintenance*

Quality Inn By Choice, Niagara Falls, NY

- Managed up to 5 maintenance staff ensuring that cleanliness standards were met or exceeded at all times, and guest rooms had no malfunctioning mechanicals or light/plumbing fixture problems
- Performed preventive maintenance and repairs for up to 212+ guest rooms, as needed
- Oversaw troubleshooting for a range of issues including repairs to light fixtures, HVAC room units, plumbing issues, clogged drains, snow removal and applying deicing agents, lawn maintenance, and more
- Assisted and worked closely with outside contractors to monitor their progress on complex issues including heating, air conditioning, refrigeration, and plumbing
- Monitored the cleanliness and pH of the indoor swimming pool, adding chemicals as needed maintain proper conditions

### 10/07 - 08/10 *Facilities and Grounds Maintenance Specialist*

Holiday Inn, Niagara Falls, NY

- Performed various preventive maintenance and repair duties per upper management directives, ensuring that cleanliness standards were met or exceeded at all times, and guest rooms had no malfunctioning mechanicals or light/plumbing fixture problems
- Performed preventive maintenance and repairs for up to 212+ guest rooms, as needed
- Performed troubleshooting for a range of issues including repairs to light fixtures, HVAC room units, plumbing issues, clogged drains, snow removal and applying deicing agents, lawn maintenance, and more
- Assisted and worked closely with outside contractors to monitor their progress on complex issues including heating, air conditioning, refrigeration, and plumbing
- Monitored the cleanliness and pH of the indoor swimming pool, adding chemicals as needed maintain proper conditions

05/05 – 07/07 ***Assembler / Inspector***

Sherwood Valve, Division of Harsco, Niagara Falls, NY

- Worked in an oxygen clean room assembling valves for the medical and propane industries
- Used torque guns and hand tools for assembly operations
- Followed sterile processing procedures
- Sealed valves with mechanical presses
- Inspected finished products for defects, flaws, and/or leakage

## **EDUCATION**

***GED, 1982***

North Tonawanda High School, North Tonawanda, NY