

Resume 960

OBJECTIVE

Highly motivated, knowledgeable, and results-driven to secure a position with your company utilizing my skills, training, and experience

SUMMARY OF QUALIFICATIONS

- Over 5 years' experience in the Building/Facilities Maintenance and Grounds Keeping industry for two hotels performing a wide range of repairs and maintenance and ensuring that projects were completed per corporate standards and/or guest approval
- Consistently meets and/or exceeds all daily production quotas, goals, and objectives
- Complies with all SOP and OSHA rules and regulations, protocols and procedures
- Experience with shipping & receiving and warehouse settings with facilities, operating forklifts and pallet jacks, receiving raw materials, repositioning items throughout the facilities or in open yards, and loading finished products onto shipping trailers
- Proficient with inventory control counts, reporting surpluses and deficiencies to upper management
- Multi-tasks efficiently, learns new systems quickly, and completes all projects on-time or ahead of schedule
- Works well independently or collaboratively in a team environment

PROFESSIONAL EXPERIENCE

07/2023 – 01/2025 ***Warehouse Worker***

Tomra North America, North Tonawanda, NY

- Executed daily housekeeping tasks, such as making beds, replenishing amenities, and organizing supplies.
- Unloaded & removed products from delivery trucks, ensuring accurate & timely sorting into designated collective spots.
- Maintained proper inventory levels through regular stock checks and updates, minimizing discrepancies.
- Conducted quality control inspections to ensure products met company standards before processing.
- Adhered to process standards and safety protocols to support a streamlined and secure workflow.
- Operated warehouse equipment (e.g., forklifts, pallet jacks) safely and efficiently to move and organize materials.

07/2023 - 11/2023 ***Supervising Maintenance Worker***

Power Play Partner's, Depew, NY

- Supervised a team of maintenance workers, assigning tasks, monitoring performance, and ensuring timely completion of all maintenance activities.
- Maintained and repaired building systems (e.g., HVAC, plumbing, electrical), addressing property issues to uphold safety and functionality standards.
- Managed maintenance budgets, tracking expenses and optimizing resource allocation to stay within financial targets.
- Oversaw contractor work, verifying quality, compliance with specifications, and adherence to timelines.

11/2022 – 07/2023 ***Temporary Worker***

11/2019 – 03/2020 People Ready, Tonawanda, NY

- Successfully fulfilled job requirements of accepted daily assignments across various industries, including warehousing, construction, and general labor.
- Adapted quickly to new tasks, environments, and team dynamics to meet client expectations and deadlines.
- Maintained a high standard of performance, ensuring quality and efficiency in all assigned duties.
- Followed safety protocols and workplace guidelines to contribute to a secure and productive work environment.

10/2022 – 07/2023 ***Supervising Maintenance Worker***

National Property Management Association, Orchard Park, NY

- Led a crew of maintenance staff, providing training and guidance to maintain high standards in daily operations and emergency repairs.
- Performed diagnostics and repairs on building systems, resolving property issues ranging from structural to mechanical failures.
- Developed and monitored maintenance budgets, reducing costs through efficient planning and vendor negotiations.
- Inspected contractor projects, ensuring work met company standards and contractual agreements.

04/2021 - 10/2022

Maintenance

Park Grove Realty, Rochester, NY

- Maintained building systems, including HVAC, plumbing, and electrical, to ensure optimal performance and compliance with safety standards.
- Repaired a wide range of property issues, such as structural damage, equipment malfunctions, and fixture breakdowns, with efficiency and attention to detail.
- Conducted routine inspections & preventive maintenance to minimize downtime & extend the lifespan of facility assets.
- Collaborated with team members to complete repair projects and maintain a clean, safe work environment.

11/2016 - 11/2019

Security Officer

Securitas, Tonawanda, NY

- Observed and monitored premises, identifying and reporting any out-of-the-ordinary items or incidents to supervisors or the main office promptly and accurately.
- Completed contract tasks and client requests as directed by supervisors, ensuring compliance with security protocols and client expectations.
- Conducted regular patrols & inspections to maintain a safe and secure environment for staff, visitors, and property.
- Documented observations & activities in detailed reports, maintaining clear communication with the team & management.

09/2015 - 11/2016

Driver

Auto Zone, North Tonawanda, NY

- Delivered automotive products and goods to AutoZone stores, ensuring timely and accurate distribution to meet inventory demands.
- Loaded and unloaded delivery vehicles with products, verifying items against manifests to maintain accuracy.
- Followed optimized delivery routes to maximize efficiency while adhering to traffic and safety regulations.
- Communicated with store staff to confirm product needs and resolve any delivery-related issues promptly.

MILITARY EXPERIENCE

United States Air Force

Lakenheath Air Force Base, Brandon, UK

EDUCATION, TRAINING, and ACHIEVEMENTS

Associate's Degree – Drafting Design - CAD

SUNY Niagara, Sanborn, NY

High School Diploma

North Tonawanda High School, North Tonawanda, NY