
Building Manager Resume

Job Objective

Seeking a career as Building Manager in which I can use my skills and experience to grow with company and become a valued member of the team.

Highlights of Qualifications:

- Admirable experience in managing building engineering process for various equipments
 - Outstanding knowledge of modern building systems
 - Deep knowledge of interpreting blueprints
 - Remarkable ability to maintain records
 - Familiarity with HVAC, plumbing, electrical equipment, repair and maintenance
 - Exceptional ability to resolve all kinds of emergencies
 - Skilled to perform troubleshoot on equipments and make decisions
 - Proficient in working with various clients and tenants
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Professional Experience:

Building Manager

HR Dynamics, Inc., Baltimore, MD

October 2008 – Present

- Supervised all physical work for buildings and associated grounds.
- Coordinated with contractors and resolved all plumbing, electrical and mechanical issues.
- Maintained all repairs for apartments and buildings.
- Managed tenant complaints and resolved all issues amicably.
- Monitored building and identified potential building problems.
- Supervised all special projects and initiated all renovations and upgrades.
- Assisted various service providers in conducting regular building inspections.
- Administered all emergency situations and responded accordingly.

Building Engineer

CB Richard Ellis, Baltimore, MD

August 2003 – September 2008

- Performed preventative maintenance on facilities and associated equipments.
 - Maintained and repaired all HVAC systems and equipments for various plumbing systems and exterior.
 - Inspected facility and coordinated with vendors and ensured customer satisfaction with work.
 - Prepared necessary reports on conditions and repairs required and submitted it to management.
 - Ensured work in compliance with State and County ordinances
 - Participated in various periodic checks and training seminars.
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Education:

Bachelor's Degree in Property Management

Austin Peay State University, Clarksville, TN

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