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## Building Services Manager Resume

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### Job Objective

Seeking the opportunity to utilize my skills as an experienced Assistant Building Services Manager while helping company excel and meet long-term goals.

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### Highlights of Qualifications:

- Huge experience in operating various maintenance equipments with help of hand and power tools and managing all mechanical power transmissions
  - Deep knowledge of cleaning materials and equipments
  - Operational knowledge federal laws and regulations
  - Remarkable ability to multitask and prioritize work
  - Proficient with HVAC and refrigeration systems, process controls, mechanical power transmissions
  - Familiarity with OSHA, EPA, state, and local safety and health regulations
  - Outstanding ability to work in a flexible schedule according to store need
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### Professional Experience:

Assistant Building Services Manager  
Crate and Barrel, Plymouth, IN  
October 2008 – Present

- Managed all in-house building programs and cleaning services.
- Maintained work according to facilities programs and procedures.
- Coordinated with building service manager and assisted employees in cleaning and maintenance work.
- Developed facilities budget and fiscal programs.
- Inspected store on a daily basis and identified areas of correction.
- Performed minor housekeeping work such as repairing ceiling and painting it.
- Administered maintenance work of all HVAC and kitchen equipments and repaired and replaced it according to need.

Building Services Supervisor  
Nordstrom, Plymouth, IN  
August 2003 – September 2008

- Managed work in various shifts and assisted in training and housekeeping functions.
- Coordinated with various emergency teams and responded to all such incidents.
- Prepared daily shift reports, maintained attendance and developed inspection forms.
- Inspected campus building on a regular basis and ensured cleanliness at all times.
- Maintained a recycling project in campus and assisted in its smooth functions.
- Ensured compliance to safety rules and procedure manuals.

Building Service Technician  
C&S Wholesale Grocers, Plymouth, IN  
May 1998 – July 2003

- Performed preventative and corrective maintenance of various installed equipments and components.
  - Maintained and repaired all HVAC equipments and plumbing systems according to contract.
  - Inspected building on a regular basis and reported any findings that required attention to authorities.
  - Ensured compliance to all Federal and municipal laws.
  - Prepared summary reports and submitted it to management and recommended necessary actions.
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### Education:

Bachelor's Degree in Real Estate  
Covenant College, Lookout Mountain, GA

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