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## Building Superintendent Resume

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### Job Objective

To obtain Building Superintendent position with an organization that has a stable environment.

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### Highlights of Qualifications:

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- Highly experienced as Building Superintendent
  - Huge knowledge of building facility maintenance and general construction
  - Steep knowledge of building equipment installation
  - Familiarity with major building systems – mechanical, electrical, heating and air conditioning, and plumbing
  - Operating knowledge of floor buffer, trash compactor and snow blowers
  - Ability to manage stress and handle problems
  - Ability to follow instructions and maintain machines
  - Ability to train employees to perform maintenance activities and tasks
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### Professional Experience:

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Building Superintendent  
Goldfarb Properties, Tampa, FL  
September 2006 – Till Date

- Collected rents and maintained rent journal.
- Managed cleaning tasks and maintenance.
- Outlined vacant units for re-renting and maintained inspection logs.
- Conducted preventative maintenance program.
- Executed repairs and monitored work order system.

Building Superintendent  
John B. Lovett and Associates, Ltd, Tampa, FL  
March 2001 – August 2006

- Planned and lay out of facility installations and modifications.
  - Carried out individual functions for building operations.
  - Replaced air filters and maintained systems furniture.
  - Handled maintenance of signs and picture frames.
  - Shuffled furniture and computers and carried out shipping and receiving duties.
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### Education:

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Bachelor's Degree in Construction Engineering  
Warner Southern College, Lake Wales, FL

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