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## Building Supervisor Resume

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### Job Objective

Seeking dependable agency in which my Building Supervisor skills can advance and grow with the company.

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### Highlights of Qualifications:

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- In-depth knowledge of building systems operations and equipments
  - Familiarity with HVAC, electrical, plumbing, building materials, security systems
  - Skilled in proper handling and storage of hazardous materials
  - Immense ability to identify defects in electrical and mechanical building equipment
  - Good understanding of blueprints, designs and drawings, schematics
  - Profound ability to maintain records and formulate reports
  - Excellent written and oral communication skills
  - Excellent ability to develop effective working relationships with employees and department officials
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### Professional Experience:

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Building Supervisor, August 2005 to till date  
ABM Industries, Pageland, SC

- Scheduled, assigned and supervised personnel in the custodial care of large buildings.
- Inspected grounds, buildings and equipment, determined need for repair and replacements and reported same.
- Trained new employees, maintained adequate levels of janitorial and supplies, kept records and prepared reports.
- Supervised and participated in the setting and arrangement of rooms for meetings and other special student and faculty functions.

Building Supervisor, June 2002 to July 2005  
Sodexo, Pageland, SC

- Trained new workers and oversaw on-going training of existing employees.
  - Maintained payroll records and personnel performance.
  - Served as a working lead supervisor coordinating activities of the custodial service workers engaged in cleaning.
  - Ensured a safe working environment throughout the facility for all employees.
  - Monitored employee's productivity and provided suggestions for increase service and productivity.
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### Education:

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High School Diploma, Arrow High School, Glendora, CA

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