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# BUILDING TECHNICIAN RESUME

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## Objective:

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To obtain the Building Technician position which will challenge me and help the organization continue to be successful.

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## Summary of Skills:

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- Ability to diagnose malfunctioning of motors and lighting fixtures by using test equipment
  - Deep knowledge of building tools and materials
  - Great ability to provide information on building scrutiny to people
  - Ability to support during emergency situations 24/7 and participate in on-call rotation as required
  - Operational knowledge of HVAC and Electrical systems
  - Outstanding ability to utilize technical information and comply with inspection techniques accurately
  - Superior computer skills in Microsoft Office
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## Work Experience:

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Building Technician, August 2005 to till date  
CB Richard Ellis, Kansas City, MO

- Responded and escalated all HVAC, electrical including generators, and ups preventative maintenance.
- Solved plumbing related issues and drafted complaints.
- Reported difficult and unusual maintenance situations to supervisor.
- Discussed options and recommended course of action to be taken.
- Assisted in establishing, maintaining and modifying a preventive maintenance program.
- Interacted effectively and courteously with managers, co-workers, contractors, inspectors and others.
- Ensured safe upkeep to records and work-orders might be closed in a timely manner.
- Compiled and assembled data on maintenance and repair activities for individual building as assigned.

Building Technician, May 2000 to July 2005  
First Citizens Bank, Kansas City, MO

- Performed diagnosis on electrical device, motors and lighting repairs by using test equipment.
  - Replaced broken wires, faulty light bulbs and equipment.
  - Monthly examined dock lights, emergency exit signs and perimeter lighting.
  - Completed daily MP2 work orders and maintained inventory.
  - Interpreted and understood blue prints and schematics of both commercial high and low voltage systems.
  - Monitored, troubleshot and repaired HVAC and Electrical systems of the building.
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## Education:

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Bachelor's Degree in building maintenance technology, University of Cincinnati, Cincinnati, OH

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