
Facilities Administrator Resume

Job Objective

Looking for work within your organization as a Facilities Administrator so as to help you advance as a business as well

Highlights of Qualifications:

- Remarkable experience in management and delivery of facilities services
 - Huge knowledge of use of computerized maintenance management systems
 - Deep knowledge of medical terminology
 - Familiarity with MS Office
 - Amazing ability to operate facilities helpdesk and handle requests
 - Outstanding ability to manage independently
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Professional Experience:

Facilities Administrator
ABM Industries, Littleton, MA
November 2007 – Present

- Managed resolving facilities issues.
- Administered facilities maintenance service agreements.
- Monitored contractors for facilities renovation projects.
- Handled HVAC systems, fire pumps and emergency generators.
- Aided in formulation of facility capital budget.
- Coordinated with Provincial and Municipal inspection agencies.

Facilities Administrator
PetSmart Store Support Group, Inc., Littleton, MA
December 2003 – October 2007

- Aided operation's Team in managing store's equipment repairs.
 - Enforced preventive maintenance and repair programs.
 - Coordinated with Store Managers, District Managers, RVP's vendors and contractors.
 - Corresponded with vendors and conducted visits to stores and distribution centers.
 - Aided as intermediary to Property Management, New Store Construction and Operations departments.
 - Managed improvements and key performance measures.
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Education:

Associate Degree in Business Administration
Columbia State Community College, Columbia, TN

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