
FACILITIES ASSISTANT RESUME

Objective:

To obtain a Facilities Assistant positions which will challenge me and help the organization continue to be successful.

Summary of Skills:

- Ability to operate various copy and mail Center equipment
 - Familiarity with light maintenance and general housekeeping
 - Operational knowledge of backup relief at the front desk and switchboard
 - Ability to communicate clearly in verbal and written form
 - Effective time management skills
 - Strong customer service skills
 - Friendly, outgoing and inviting personality
 - Creative problem solving skills
 - Good reading skills
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Work Experience:

Facilities Assistant
Mcgarrybowen, Tallahassee, FL
August 2005 to till date

- Stocked refrigerator and cabinets with food, beverages, and supplies on a daily basis.
- Removed excess trash and running dishwasher as needed.
- Ensured cleanliness and tidiness of conference rooms before and after meetings.
- Assisted in organizing and executing agency events.
- Handled set-up and break-down of meetings.

Facilities Assistant
Volt Information Sciences, Inc., Tallahassee, FL
May 2000 to July 2005

- Maintained all copy equipment and copy stations within the facility.
 - Performed backup relief at the front desk and switchboard.
 - Assisted with projects and handle additional responsibilities as assigned.
 - Sorted, logged and distributed all incoming mail and packages.
 - Sorted and processed all interoffice mail and packages within the facility.
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Education:

Bachelor's Degree in Management
University of Florida, Gainesville, FL

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