
Facilities Coordinator Resume

Job Objective

Seeking a position as Facilities Coordinator in a reputed organization where I can utilize my knowledge and experience.

Work Experience:

Facilities Coordinator, August 2005 – Present
CIBER, Inc., Arcadia, CA

- Handled emergency system failures.
- Coordinated operational checks, maintenance and repairs of van and other equipments.
- Prepared and retained preventative maintenance plan for facility.
- Performed all preventative maintenance work and coordinated with vendors to perform preventive maintenance work.
- Scheduled and assisted with cleaning during shut down periods.

Facilities Coordinator, May 2000 – July 2005
Universal American Corporation, Arcadia, CA

- Prepared and maintained records of keys issued, and ensured building security.
 - Coordinated building system inspection.
 - Ensured all facilities are available during weekend functions and occasional evening.
 - Ordered and maintained supplies for department.
 - Coordinated in maintaining building and its systems.
-

Summary of Qualifications:

- Proven experience in facilities, grounds, and building maintenance
 - Ability to maintain electronic inventory records and submit detailed reports of supplies and equipment
 - Skilled in taking phone calls and creating work orders based on customer requests
 - Excellent verbal and written communication skills
 - Good problem solving and analytical skills
 - Exceptional ability to read and comprehend common facilities management documents, instructions, journals, and leases
 - Superior judgment and decision-making skills
-

Education:

High School Diploma, Whitney M. Young Magnet High School, Chicago, IL

[Build your Resume Now](#)