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## Facilities Officer Resume

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### Job Objective

Career minded Facilities Officer with years of experience skills and the ability to work independently or as a team seeking position with well-established organization.

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### Highlights of Qualifications:

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- Profound knowledge of personnel management
  - Extensive knowledge of problem solving, negotiation and organization skills
  - Strong communication and computer skills
  - Ability to implement facilities projects on time and within budget
  - Ability to utilize new opportunities and work under pressure.
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### Professional Experience:

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Facilities Officer  
URS Corporation, Williamsburg, KS  
August 2005 – Present

- Carried out daily management and maintenance of the facility.
- Prepared monthly reports on health status of vital installations such as air-condition compressors, diesel pump, elevator and electrical lightings in the Facility
- Coordinated with relevant authorities such as BCA on licensing and permits issue.
- Ensured proper safety in coordination with Fire Safety Dept and NEA agency.
- Prepared the Facility ready for its annual audit as required by the Landlord.
- Developed and maintained rapport with suppliers and business establishments to meet short and long term supply requirements.

Facilities Officer  
Erikson Institute, Williamsburg, KS  
May 2000 – July 2005

- Initiated and executed all maintenance activities related to company accommodations.
  - Planned and implemented yearly maintenance of company accommodations.
  - Employed sub-contractors for maintenance jobs with necessary approvals.
  - Reported damaged assets for replacement and report vandalism for proper action.
  - Conducted annual physical assessment of housing facilities.
  - Ensured the replacement of fully depreciated assets in consultation with management.
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### Education:

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Bachelor's Degree in Business  
Berry College, Mount Berry, GA

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