
Facilities Specialist Resume

Job Objective

Looking for full time work as a Facilities Specialist with the right company.

Highlights of Qualifications:

- Remarkable experience with preventive maintenance
 - Huge knowledge of Power distribution and Heating
 - Deep knowledge of MS Office and Auto-CAD
 - Familiarity with building regulatory codes and standards
 - Amazing ability to coordinate with all levels in the company
 - Ability to obtain closure on relevant issues
 - Outstanding ability to maintain timelines
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Professional Experience:

Facilities Specialist
PACCAR Inc, Pullman, WA
May 2006 – Present

- Managed customer invoicing and shipping duties.
- Aided budget preparation and handled expenses.
- Coordinated with vendors and employees.
- Maintained spreadsheets and managed facility contracts.
- Formulated environmental training records.

Facilities Specialist
JHT Incorporated, Pullman, WA
March 2003 – April 2006

- Managed agendas and coordinated meetings.
 - Handled courier pick-ups and deliveries.
 - Formulated routine correspondence and documents.
 - Updated data into forms and tables.
 - Maintained routine data entry information.
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Education:

Bachelor's Degree in Human Resource Management
West Virginia University, Morgantown, WV

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