
Facility Coordinator Resume

Job Objective

To obtain a Facility Coordinator position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Facility Coordinator, May 2004 – Present
Spherion, Fredericktown, PA

- Performed typical maintenance tasks to support the store locations.
- Detected and reported defective materials and questionable conditions.
- Followed safety regulations Responsible for quick resolution.
- Troubleshoot common and complex issues that occur at the store level.
- Inspected construction and installation progress.
- Examined general framing and structure of buildings to ensure that codes are met.
- Assisted in new store openings.

Facility Coordinator, March 2002 – April 2004
Northside Hospital, Fredericktown, PA

- Coordinated operational checks, maintenance and repairs of basic van and equipment.
 - Prepared and retained preventative maintenance plan for facility.
 - Coordinated with vendors to perform preventive maintenance work.
 - Scheduled and assisted with cleaning during shut down periods.
 - Assisted in moving equipment and furniture.
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Summary of Qualifications:

- Extensive experience in facilities maintenance
 - Through knowledge of uniform building, plumbing, mechanical and other general construction codes
 - Basic computer skills (Microsoft Word, Excel, and Outlook)
 - Ability to relate positively, with residents, families, community members, volunteers
 - Outstanding ability to prioritize work related to the maintenance requirements of a building
 - Good knowledge of all hand tools and power tools
 - Excellent communication skills
 - Amazing ability to work well with the public and local contractors
 - Remarkable ability to read complicated plans and blueprints
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Education:

High School Diploma, Live Oaks Academy, Lakeland, FL

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