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## Field Coordinator Resume

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### Job Objective

Seeking a Field Coordinator position in a stable company where I can use my skills to benefit the company.

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### Work Experience:

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

- Performed maintenance tasks to support the store locations.
- Detected and reported defective materials or questionable conditions.
- Handled 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.
- Handled basic build out, putting retrofits together and made construction decisions.
- Coordinated in researching problems and complaints regarding other stores.

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

- Handled emergency system failures like water leak, power outage and no heat.
  - Coordinated performance of basic van and equipment operational checks, maintenance and repairs.
  - 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.
  - Prepared and maintained records of keys issued and ensured building secured daily.
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### Summary of Qualifications:

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- Good experience as Field Coordinator
  - Thorough knowledge of uniform building, plumbing, mechanical and other general construction codes
  - Proficient with MS Office Word, SAP, Excel & Outlook
  - Excellent communication skills
  - Remarkable ability to work well with the public and local contractors
  - Outstanding ability to read complicated plans and blueprints
  - Amazing ability to troubleshoot and maintain consistency
  - Remarkable ability to handle stressful situations and perform several tasks simultaneously
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### Education:

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High School Diploma, Live Oaks Academy, Lakeland, FL

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