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## Fleet Maintenance Manager Resume

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### Job Objective

Seeking Fleet Maintenance Manager's position in a well established firm to use my education and experience in a way that benefits the company.

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### Highlights of Qualifications:

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- Admirable experience in managing large fleet and providing training to employees
  - Sound knowledge of state, federal and NYSDOT regulations
  - Profound knowledge of product specific vehicles
  - Ability to multitask and prioritize work
  - Ability to gather information for various operations
  - Ability to analyze processes
  - Ability to maintain budget for various activities
  - Proficient in Microsoft Office applications
  - Familiarity in assigning work to staff
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### Professional Experience:

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Fleet Maintenance Manager  
Hulcher Services, Inc., Farmington, CT  
October 2008 – Present

- Supervised and evaluated work of maintenance personnel.
- Ensured appropriate security to maintenance department.
- Maintained and performed service to all equipments for transit system.
- Coordinated with General Manager to develop budget for department.
- Developed preventative maintenance procedures for vehicles.
- Trained all personnel associated with maintenance department.
- Documented all activities of personnel.
- Maintained transit property and prepared reports.

Fleet Maintenance Supervisor  
Riccelli Enterprises, Inc, Farmington, CT  
August 2003 – September 2008

- Performed preventative maintenance and repaired vehicles.
  - Assisted supervisors with all fleet cost and performance.
  - Developed presentations and reports to be submitted to management.
  - Ensured compliance to safety regulations at all times.
  - Determined appropriate programs and policies.
  - Developed long and short term plans for fleet.
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### Education:

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Bachelor's Degree in Engineering  
Benedict College, Columbia, SC

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