
Maintenance Administrator Resume

Job Objective

Looking for work as a Maintenance Administrator within the organization in order to advance and grow in the industry.

Highlights of Qualifications:

- Highly experienced as maintenance admin
 - Huge knowledge of managing substantial budgets
 - Steep knowledge of participating in promotion of company products
 - Familiarity with managing in busy maintenance department
 - Amazing ability to formulate reports from existing data
 - Outstanding ability to be patient and manage calculations
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Professional Experience:

Maintenance Administrator
JDS Uniphase Corporation, Bridgeport, CT
November 2007 – Present

- Handled trouble reports, complaints and inquires.
- Aided as customer's representative and maintained DPI GUI system.
- Formulated trouble reports and coordinated with work force.
- Coordinated with customers over telephone.
- Managed repair calls and corresponded with internal and external customers.

Maintenance Administrator
TRAK Legal Services, Bridgeport, CT
December 2003 – October 2007

- Formulated daily reports and scheduled contractors.
 - Aided evaluation of budget.
 - Assessed prices on invoices and made materials purchase.
 - Managed receiving of materials and scrutinized critical spare parts.
 - Reviewed and received items receipt quantity.
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Education:

Bachelor's Degree in Business
Wesleyan College, Macon, GA

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