
Maintenance Officer Resume

Job Objective

Seeking employment as a Maintenance Officer in a position with an established organization.

Highlights of Qualifications:

- Solid administrative and managerial experience
 - Solid knowledge of ISO 9001, ISO 14001 & OHSAS 18001
 - Excellent communication and computer skills
 - Strong ability to work independently.
 - Strong ability to work in a multi task environment.
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Professional Experience:

Maintenance Officer
DynCorp International LLC., Peculiar, MO
August 2005 – Present

- Managed and supervised activities of maintenance department.
- Conducted training to optimize departmental procedures.
- Ensured all department staff adhered to company policies and procedures.
- Selected, trained and appointed new staff and constantly evaluated their performance.
- Ensured all maintenance activities were completed within the specified period.
- Ensured all department documents were maintained properly.

Maintenance Officer
SEACOR Holdings Inc, Peculiar, MO
May 2000 – July 2005

- Managed maintenance department and its staff
 - Developed and executed procedures and policies relevant to department
 - Provided training to department staff regarding maintenance procedures.
 - Recruited and inducted staff for maintenance department.
 - Ensured maintenance procedures were in line with company policies and procedures.
 - Negotiated and finalized contracts as per company directives.
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Education:

Bachelor's Degree in Engineering
Macalester College, Saint Paul, MN

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