
Maintenance Porter Resume

Job Objective

To obtain a Maintenance Porter position with growing firm in which to enhance my abilities and be a positive influence on company.

Highlights of Qualifications:

- Extensive experience in performing facility maintenance operations
 - Deep knowledge of safety procedures
 - Profound knowledge of cleaning operations
 - Familiarity with operation of ground keeping equipment
 - Ability to meet physical demands of the job
 - Ability to lift and move heavy objects
 - Ability to work in flexible timings
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Professional Experience:

Maintenance Porter
The Continental Group, Sunnyvale, CA
August 2007 – Present

- Maintained the facility clean and neat.
- Reported any safety hazards to facility manager.
- Performed maintenance and cleaning duties as instructed by facility manager.
- Removed debris from sidewalk and parking areas.
- Watered plants and maintained lawns.
- Washed carpets and cleaned doors and windows.
- Removed snow from driveways and walkways.
- Emptied trash receptacles and disposed them appropriately.

Maintenance Porter
The Shelter Group, Sunnyvale, CA
May 2004 – July 2007

- Managed cleaning schedules appropriately.
 - Dusted cabinets and washed tile floors.
 - Performed inventory control of maintenance supplies.
 - Completed daily worksheet at the end of the shift.
 - Attended to cleaning emergencies promptly.
 - Ensured that cleaning equipment were in good working conditions.
 - Operated cleaning equipment safely as per standards procedures.
 - Assisted in facility inspection activities.
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Education:

High School Diploma
Sierra High School, San Bernardino, CA

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