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# MAINTENANCE SUPERVISOR RESUME

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## Summary:

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A highly skilled individual who has exceptional skills in ensuring that facilities, machinery and other computer equipment running and handling certain processes in a plant are in their best conditions and state; conducts diagnosis and performs periodic tests and gauging to know if the equipment needs to be replaced, realigned or repaired; has the ability to give resolutions to mechanical machinery issues; excellent time management skills to meet strict deadlines; can handle people under his supervision with efficacy and can delegate tasks properly.

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## Professional Experience:

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Maintenance Supervisor- Preventive Maintenance January 2007 – Present  
Express Employment Professionals, Colorado Springs, Colorado

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## Responsibilities:

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- Scheduled, trained and mentored crew so that they can produce at maximum efficiency.
- Ensured adequate staffing, direction, discipline, and corrective action.
- Oversaw and directed the planning and execution of daily production activity.
- Directed and managed the operations to improve performance through continuous improvement methodology.
- Directed employees in proper safety procedures and identify/ eliminate avoidable accidents.

Maintenance Supervisor May 2004 – December 2006  
Dominion Management Services, Denver, Colorado

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## Responsibilities:

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- Supervised, planned and organized preventive maintenance and repair of all electrical, HVAC and material handling systems and equipment.
- Provided engineering design cost estimates and technical advice.
- Planned, scheduled and supervised the installation of new and/ or the modification of existing systems and equipment.
- Reviewed, evaluated and recommended competitive products and equipment for use in the maintenance functions.

Maintenance Personnel February 1999 – May 2004  
Equity Residential, Centennial, Colorado

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## Responsibilities:

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Maintenance Supervisor May 2004 – December 2006  
Dominion Management Services, Denver, Colorado

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## Education:

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Bachelor of Science in Engineering Technology  
Stanford University, CA, 1999  
Associate Degree in Mechanical Engineering  
Stanford University, CA, 1997

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## Skills:

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- Proficiency in both oral and written communication skills
  - Proficiency in computer applications related to work
  - Knowledgeable in applicable laws, codes and regulations
  - Good time management and organizational skills
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## Awards and Honors:

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Award of Excellence, Express Employment Professionals, 2006  
Dean's Lister, Stanford University, 1999

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