

CLIENT NAME

Address, City, State ♦ (123) 555-7777 ♦ Clientname@yahoo.com

CUSTODIAL MAINTENANCE PROFESSIONAL

Personnel Management ~ Building Safety ~ Grounds Keeping ~ General Cleaning

Dedicated and industrious Maintenance Professional with over 12 years' experience performing janitorial services in a school environment. Render professional interior and exterior building cleaning services which includes all classrooms, bathrooms, offices, floors as well as walkways, walls and ground maintenance. Embody proven leadership, team-building skills and excellent conflict resolution abilities as well as an expertise implementing processes that improve efficiency. Possess demonstrated management and supervision skills that enhance productivity and drive motivation to complete assigned work above and beyond expectations.

AREAS OF EXPERTISE

General Cleaning & Maintenance • Staff Management & Development • Building Safety & Maintenance Operations Management • Some Knowledge of Plumbing • Electrical, Painting, Drywall, Door Repair and Welding Expertise • Road Safety Measure • Industrial Engineer Handy-Man Services • Excellent Communication and Client Relation Skills • Multitasking in a Task Oriented Environment • Supply & Equipment Maintenance • Capable of Moving and Lifting Heavy Equipment • Safe Operation of Machinery

PROFESSIONAL EXPERIENCE

TWINSBURG CITY SCHOOLS, Twinsburg, OH

Custodian • 2002-Present

- Oversee and manage a team of three employees. Responsible for opening and closing the building.
- Manage and execute general maintenance, building cleaning, light electrical and plumbing services, clearing snow and ice from the sidewalk to ensure public safety, painting, maintaining all lighting in the building and maintaining the Inventory of supplies.
- Work in a limited fashion with boilers, water chillers, heating and air.
- Manage high volume of commands from teachers, students and staff with the responsibility for keeping the building safe.

Substitute Bus Driver • 2001-2002

- Drove students to school and field trips while ensuring adherence to all public and transportation safety laws. Also, operated special needs bus.

NAPA AUTO PARTS, Seven Hills, OH

Manager/Supervisor • 1995-2002

- Managed a team of 4 employees, along with the day to day operation of business to include inventory control, accounting and finance and oversight of vehicle fleet.

EDUCATION

- **Class B CDL with an S and P endorsement, 2001**
- **Diesel Truck Repair, Cuyahoga Valley Joint Vocational School Brecksville, OH**