

Jose Enriquez

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Facilities Maintenance Director

TOOLS FOR TRANSITION SAMPLE RESUME

Operations

Building Blueprints	Employee Training	Project Management
Building Codes / Permits	Fire Safety	Regulatory / Legal Compliance
Building Inspections	General Contractors	Scheduling
Contract Negotiations	Management Reporting	Quotes / Bids
Cost Controls	Operations Budgets	Staff Supervision
Customer Service	OSHA	Tenant Requests
Documentation	Policies / Procedures	Vendor / Supplier Relations
Emergency Procedures	Preventative Maintenance	Work Orders

Trades

Alarm Systems	Generators	Major Appliances
Carpentry	Hazardous Waste	Mechanical
Drywall	HVAC	Painting
Electrical	Kitchens	Plumbing
Fire Sprinklers	Landscaping	Porches
Flooring	Lighting	Power Tools
General Maintenance	Lock Out / Tag Out	Roofing

Confidential Nursing and Rehabilitation Facility

MAINTENANCE DIRECTOR, 2014 – 2016

Early Career

Confidential	Apartments, strip malls, mobile home parks, warehouses
Confidential	General Contractor; commercial and residential
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Confidential	Local 509, commercial and residential

Software

TELS (senior living building management system); Microsoft Word, Excel

Languages

Spanish

Community Involvement Fundraising, Event Planning