**Maintenance Worker Resume Sample 1**

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**A. Summary**

I started my career as a maintenance worker over 15 years ago at Finn Fieldman’s building complex. I have a great deal of experience handling basic HVAC system maintenance, completing light repairs, and basic building maintenance. I have worked with both commercial and residential level heating and cooling systems. I am looking for a workplace where I can bring my vast maintenance worker experience, and where I can develop my skills. I look forward to the opportunity that working with your agency will provide.

**B. Working Experience**

**February/2012 - Present - Marksville Professional Building, Marksville, North Carolina**

**Responsibilities:**

* Ensure that air filters are replaced in accordance with company directives
* Install cabinetry and other basic office equipment
* Operate the trash compactor and ensure the area remains secure
* Powerwash the building exterior each morning

**Achievements:**

* Perfect safety record compliance
* Zero additional budget authorizations required for two consecutive years
* Achieved a perfect building review for eight quarters in a row

**September/2009 - February/2012 - Lake Montgomery Medical Center, Lake Montgomery, North Carolina**

**Responsibilities:**

* Clean building exterior each morning before the start of business hours
* Train new maintenance workers in company policy and procedure
* Resolve basic plumbing issues like leaky faucets and clogged toilets
* Change out air filters each month for the HVAC system

**Achievements:**

* Top performing employee award recipient for eight months
* Promoted to lead maintenance worker in just six months
* Perfect attendance for two consecutive years

**April/2006 - September/2009 - Charleston Public Library, Charleston, North Carolina**

**Responsibilities:**

* Assemble new bookshelves and repair existing ones
* Help move equipment to the designated storage area
* Clean gutters twice a year
* Empty exterior trash receptacles each morning

**Achievements:**

* Job site received the Beautiful Public Places Award for two consecutive years
* Perfect attendance bonus recipient for two quarters in a row
* No workplace injuries or accidents

**C. Education and Academic Training**

High School Diploma, Dale Mabry Public High, Dale Mabry, North Carolina, 1995

**D. Job Related Skills**

* Expert in HVAC system maintenance
* Comfortable using a wide range of power tools
* Impressive cleaning skills
* Skilled at painting interiors and exteriors
* Good at fixing furniture

**General Skills**

* Intermediate Microsoft Office use experience
* Trained to use PowerPoint and Excel
* Fluent in Spanish, French, and English
* Work well individually