**Maintenance Worker Resume Sample 2**

**Gerald Jenkins**  
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**A. Summary**

In 2002, I started my career as a maintenance worker at Daleview Public High School. During my employment there, I learned the basics of HVAC system maintenance and was primarily responsible for ensuring that the buildings stayed in proper working order. Since then, I have worked with several professional organizations and have grown my professional background significantly. I look forward to the opportunity of working with your company and improving my skills as a maintenance worker even further.

**B. Working Experience**

**April/2009 - Present - Parktown Construction Services, Phoenix, Arizona**

**Responsibilities**

* Monitor SMART building reporting system for any new alerts
* Assist with the installation of various office equipment
* Clean out gutters and remove debris from the flat roof area
* Repaint areas as necessary to maintain building appearance standards

**Achievements:**

* Received the Top Associate of The Month award six times
* Promoted to lead maintenance worker within three months
* The building was nominated for the Most Improved award during the first year

**December/2007 - April/2009 - Lady Lake Professional Building, Lady Lake, Arizona**

**Responsibilities:**

* Conduct safety inspections to ensure all areas remain in compliance
* Change out air filters and other basic HVAC system maintenance tasks
* Basic fixture repair
* Replace light bulbs and ensure that they are disposed of correctly

**Achievements:**

* Safety First award recipient for two straight years
* Selected as the safety captain for designated floor area
* Achieved a gold star level for operational excellence during each review

**February/2002 - September/2007 - Daleview Public High School, Daleview, Arizona**

**Responsibilities:**

* Assemble desks and other basic furniture
* Replace HVAC air filters and clean overflow pipes twice a year
* Empty trash receptacles and secure the trash compactor each evening
* Clean up spills and other tripping hazards

**Achievements:**

* Location was nominated for the Academic Beauty award for two consecutive years
* Received perfect safety scores for each annual review
* Perfect attendance for four years

**C. Education and Academic Training**

High School Diploma, Bakersfield Public High School, Bakersfield, Arizona, 1997

**D. Job Related Skills**

* Familiar with a wide range of HVAC systems
* Well versed in common safety practices
* Skilled in basic repairs
* Skilled in installing office equipment
* In-depth cleaning skills

**General Skills**

* Excellent communication skills
* WPM typing rate of 62
* Exceptional internal and external customer service skills
* Great organizational skills