

Maxine Curry

Facilities Manager

AREAS OF EXPERTISE

Resource planning
Monitoring performance
Project management
Undertaking inspections
Cleaning audits
Risk assessments

PROFESSIONAL

Fire Marshall
First Aider

PERSONAL SKILLS

Dedicated
Fair
Trustworthy
Reliable

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A highly polished facilities management professional who has extensive knowledge of delivering top class facility management services. Maxine can ensure that the experience and overall impression of a buildings users and visitors is one of excellence. She has extensive managerial experience and possesses a record of achievement and surpassing expectations. On a personal level she is more interested in a prospective employers views on progression and their plans for the future rather than a salary.

WORK EXPERIENCE

Company name – Birmingham

FACILITIES MANAGER Jun 2013 – Present
Responsible for managing a portfolio of commercial office space and properties.

Duties:

- Performing preventative building repairs and maintenance checks.
- Being the teams single point of contact for all facility management issues.
- Managing an entire Facilities Management team.
- Assisting with furniture and equipment removals and assembly.
- In charge of the contract management of hard and soft services.
- Ensuring the highest possible standards and service is received from third party companies.
- Helping to drive operational change for better business performance.
- Delegating tasks and then monitoring staff performance.
- Managing routine periodic Fire Safety checks.
- Putting out tenders for services providers.
- Coordinating essential central services such as security, maintenance, cleaning and vending.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- In the past have worked for globally recognisable brands and leaders in their particular field.
- Experience of managing multiple site portfolios.
- Delivering facilities management services in collaboration with stakeholders and contractors.
- Capable of working with minimum supervision.
- Committed to equal opportunities and diversity in the workplace.

ACADEMIC QUALIFICATIONS

Nuneaton University 2008 - 2011
BSc (Hons) Business Administration

Coventry Central College 2005 - 2008
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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