

# Maxine Curry

## Maintenance Manager

### AREAS OF EXPERTISE

*Manufacturing Maintenance*

*Preventative Maintenance*

*Safety compliance*

*Preventative maintenance*

*Staff development*

*Staff performance*

### PROFESSIONAL

*Fluent in German*

*First Aider*

### PERSONAL SKILLS

*Passionate*

*Forward thinking*

*Focused*

*Hard working*

### CONTACT

*Maxine Curry*  
*Dayjob Ltd*  
*The Big Peg*  
*Birmingham*  
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*Driving license: Yes*  
*Nationality: British*

### PERSONAL SUMMARY

Maxine has a good understanding of maintenance issues and possesses extensive previous experience in a wide range of maintenance oriented roles. She can manage the maintenance of facilities and machinery to agreed operating standards. During her career she has gained practical, hands on involvement in various maintenance tasks in many industries. On a personal level she is able to maintain a positive and calm outlook at all times, no matter how hectic things become. Right now she would like to join a company that is looking for talented, hard-working individuals to join them.

### WORK EXPERIENCE

#### *Company name – Birmingham*

MAINTENANCE MANAGER      Jun 2013 – Present  
Responsible for managing both day-to-day and long-term maintenance issues.

#### *Duties:*

- Ensuring staffing levels are maintained so that there is adequate cover of the department at all times.
- Planning, managing and controlling the maintenance budget.
- Undertaking regular Health and Safety risk assessments.
- Responsible for the recruitment, retention and development of all maintenance staff.
- Authorising the purchase of equipment as well as its maintenance or replacement.
- Scheduling and completing all maintenance project work in a timely and efficient manner.
- Monitoring outside contractors repair work to ensure value for money.
- Providing support to other departments where applicable.
- Conducting regular site visits to ensure optimal maintenance performance.
- Ensuring that all statutory maintenance and testing is carried out to the relevant standards and properly recorded.

#### *Company name - Location*

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

### KEY SKILLS AND COMPETENCIES

- Inspiring others to achieve great results.
- Comfortable working in a fast moving manufacturing environment.
- Willing to be called out in an emergency.
- Completing rotas and time sheets on a weekly basis.
- Have a professional and outgoing personality.
- Performing preventative and regular maintenance and repairs.
- Excellent knowledge of both Mechanical and Electrical fault finding techniques.

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      *2008 - 2011*  
BSc (Hons)      Facilities Management

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

**REFERENCES** – Available on request.



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