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## Building Operations Manager Resume

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### Job Objective

Seeking Building Operations Manager position that will enable me to challenge my skills and talents while making tremendous contributions to company.

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### Highlights of Qualifications:

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- Huge experience in maintaining and repairing various commercial mechanical systems and managing all engineering operations
  - Deep knowledge of overall building operations and principles of facilities management
  - Deep knowledge of contract management practices
  - Remarkable ability to communicate with various employees
  - Proficient with energy tracking, energy management, and building automation systems
  - Immense ability to documents results for various software programs
  - Familiarity with maintenance programs, leasing, codes, regulations
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### Professional Experience:

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Building Operations Manager  
Allied Building Products Inc, Hatboro, PA  
October 2008 – Present

- Supervised all activities of workers and maintained facilities.
- Managed routine maintenance and repaired building and associated major components.
- Coordinated for repairs and performed troubleshoot on various facility issues.
- Administered facility budgets and prepared periodic reports for same.
- Oversaw working of service contract and ensured compliance to contract.
- Managed operations of all capitol projects.
- Participated in various group meetings and maintained optimal customer services.
- Maintained computerized management programs such as Building Automation systems.

Building Engineer  
NCI Building Systems, Hatboro, PA  
August 2003 – September 2008

- Performed preventative and corrective maintenance on all mechanical, electrical and HVAC equipments.
  - Performed periodic checks on all plumbing, electrical and HAV equipments and ensured smooth working of same.
  - Monitored all tenant complaints and prepared work order systems and ensured its resolution.
  - Maintained maintenance logs and records of all work carried in facility.
  - Coordinated with tenants and contractors for various work order approvals.
  - Documented all operating procedures with site.
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### Education:

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Bachelor's Degree in Construction Management  
Northwest Florida State College, Niceville, FL

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