

# Maurtice Miller

## Assistant Facilities Manager - Denver Public School

Denver, CO

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To obtain a position as an Administrative Assistant by using a positive attitude, great attention to detail and accuracy, and a desire to succeed in a fast-paced environment to make a difference in the office administrative procedures.

### WORK EXPERIENCE

#### **Assistant Facilities Manager**

Denver Public School - Denver, CO - August 2011 to Present

Conducts routine and periodic inspections of school grounds and facilities for the purpose of ensuring they are in a condition of excellence enabling full educational use of facilities at all times.

- Conducts safety inspections and accident investigations for the purpose of providing safety training to appropriate District personnel.
- Determines and initiates proper action/s for expedited work requests for the purpose of ensuring compliance with district policy, sound maintenance practices and priority and urgency of operations.
- Manages all maintenance personnel (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Monitors maintenance budgets and forecast spending for the purpose of ensuring that allocations are in compliance and within budgetary limits.
- Oversees ongoing construction projects for the purpose of ensuring that construction projects are in compliance and within budgetary limits.
- Plans and directs the work activities of all maintenance and grounds personnel (e.g. cost estimates, work orders, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.
- Procures equipment, supplies, and materials for the purpose of maintaining appropriate inventory and availability of required items.
- Researches within a variety of topics for the purpose of ensuring district's standards are met and within budgetary limits.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action.
- Responds to emergencies, may be required to be available on 24-hour call, for the purpose of determining and implementing appropriate actions required to resolve situation.
- Serves as a District liaison on City/County planning and facilities projects for the purpose of providing expertise on building methods, education specifications, and costs.

### EDUCATION

#### **Bachelor's in Human Services**

Metropolitan State University of Denver - Denver, CO

2010 to 2012

#### **Diploma**

Academy of Urban Learning High School - Denver, CO

2006 to 2010

## ADDITIONAL INFORMATION

### Skills:

- High level of organization, the ability to multi-task, flexible, and technically proficient.
- Ability to exercise considerable initiative and excellent interpersonal skills.
- Ability to organize and prioritize a high volume workload to meet time-critical deadlines.
- Ability to identify problems, evaluates alternatives, and implements effective solutions.
- Typing 45wpm and 10 Key by touch.
- Proficient with Word, WordPerfect, Excel, PowerPoint, Outlook, and Access.
- Well-developed editing, proofreading, grammar, composition, punctuation, and spelling skills.
- Ability to maintain a high level of accuracy while managing multiple priorities and tasks in an environment with frequent interruptions.
- Great high level of accuracy and productivity.
- Comprehensive knowledge of using fax machines, videoconferencing, projectors and other automated equipment.