

Kelly Loftus

Maintenance Manager

Cary, IL
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I possess a broad range of experience in carpentry, inventory management and product development. I am very detail oriented, a multi-tasker with solid communication skills, both written and verbal. I work equally well as a team member or independently. I seek an opportunity which will utilize and expand upon a variety of skill sets earned through diverse experiences and workplace settings.

WORK EXPERIENCE

Maintenance Manager

Autumn Leaves of South Barrington - June 2014 to December 2014

Responsible for maintaining 29,000 sq ft facility and grounds

- * Maintenance of interior and exterior of building including all systems, repairs and painting of all drywall and woodwork, fixtures, furnaces and compressors, rooftop units and grounds
- * Supervisory responsibility of housekeeping staff
- * Repairs and cleaning of all common areas, resident rooms, hallways, offices, kitchens, laundry areas, restrooms and spas
- * Rotating weekdays and weekends as Manager on Duty
- * Good working relations with vendors, suppliers and contractors
- * Keep inventory of needed items to make efficient repairs in timely manner with monthly budget

Maintenance Assistant Supervisor

S37 Management - Mount Prospect, IL - June 2011 to February 2014

Private Carpenter Contractor

S37 Management - Mount Prospect, IL - March 2010 to June 2011

Self Employed

Product Manager, New Product Development

Technical Service - September 2004 to March 2010

Maintenance Technician

Intrupa/LPM, International - Grayslake, IL - January 2000 to August 2004

Receiving Department Assistant Group Leader

Intrupa/LPM - April 1997 to December 1999

Intrupa/LPM - January 1991 to April 1997

EDUCATION

College of Lake County - Grayslake, IL
2002

Wauconda High School - Wauconda, IL

ADDITIONAL INFORMATION

* Excellent inventory skills; building and maintaining relationships and communication with vendors

* Proficiency in the use of Microsoft Office, including Word, Excel, Access, Outlook and Onesite

* Excellent interpersonal and communication skills, both written and verbal, which enable me to develop a good rapport and working relationship with vendors, customers and co-workers

* Extremely organized and detail-oriented; able to efficiently prioritize tasks and responsibilities, ensuring accuracy of completed work