

Horatio Hanley

Driver/Building Services

Bronx, NY 10451

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(646)-841-6619

Work Experience

Driver/Building Services

Sky Management - New York, NY

March 2014 to November 2016

Responsible for purchasing supplies needed for co-workers ♦ Responsible for purchasing delivering supplies, equipment, and miscellaneous items to all buildings ♦ Log deliveries, and purchases made on a daily basis ♦ Collecting and depositing money from buildings with laundry room

Porter/Maintenance

Sky Management - New York, NY

December 2013 to March 2014

Clean building floors by sweeping, mopping, scrubbing, or vacuuming ♦ Notify managers concerning the need for major repairs or additions to building operating systems ♦ Requisition supplies or equipment needed for cleaning and maintenance duties ♦ Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees ♦ Repair or replace defective equipment parts, using hand tools and power tools, and reassemble equipment.

Driver/Assistant

Sky Management - New York, NY

October 2011 to December 2013

Responsible for purchasing supplies needed for co-workers ♦ Responsible for purchasing delivering supplies, equipment, and miscellaneous items to all buildings ♦ Log deliveries, and purchases made on a daily basis ♦ Collecting and depositing money from buildings with laundry room

Distribution Associate

RedemTech, Inc - Bronx, NY

September 2010 to November 2010

Implement warehouse database structures, such as compile, sort and verify the accuracy of data before it is entered using keyboards or scanners ♦ Examine and inspect equipment for wear or defects, reporting any damage into the database ♦ Examine materials and products, and monitor work processes in order to assess completeness, accuracy, and conformance to standards and specifications

IT Volunteer

Distributed - Bronx, NY

July 2010 to July 2010

Provided training to families on MS Office literacy, secure internet browsing and PC maintenance ♦ Distributed 75 refurbished PCs, educational programs, and peripherals to underprivileged families after instructional lesson

C.N.A/Orderly

Fort Tryon Center for Rehabilitation and Nursing - Bronx, NY
January 2010 to January 2010

Turned and repositioned bedridden patients, independently or with assistance, to prevent bedsores ♦
Fed patients unable to do so themselves to ensure proper nutrition and livelihood ♦ Answered patients'
call signals regarding bed pans, dressings, and exercises

Education

AS in Information Technology in Information Technology

Monroe College
January 2013

A+ Certification

PerScholas Institute for Technology
June 2008 to November 2012

Certification

New Millennium Training Academy
November 2012

High School Diploma

Thomson High School
June 2010 to July 2010

Certified Nursing Assistant

Lehman College CUNY
June 2002

Skills

concrete (Less than 1 year), Excellent communication skills (Less than 1 year), Microsoft Office (4 years), MS Office (4 years), organizational skills (Less than 1 year), CDL