

## **Michael S. Sutton**

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## **Career Objective**

To secure a position that will allow me the opportunity to utilize my knowledge, skills and experience.

## **Highlights of Qualifications**

- Remarkable experience in building operations and its maintenance
- In depth knowledge of HVAC, electrical, plumbing and mechanical repairs
- Fire Safety Director, CPO, EPA,HAZMAT and HVAC Certification
- Ability to supervise a team or work independently
- Extensive knowledge of computer operations and software
- Ability to handle multiple projects, schedule projects and work with outside Contractors
- Excellent communication skills in both English and Spanish

## **Experience**

OCTOBER 2018 - OCTOBER 2019

### **AMC LLC, Colorado Springs CO - *Maintenance Supervisor***

Oversaw the day to operation of 230 unit Class A luxury apartment community. As well as supervision of maintenance team, coordinating with vendors, ordering supplies and making sure vacated apartments were made "Market Ready" in a timely manner. I was also responsible for fire & life safety, plumbing, electrical, HVAC, appliance repairs, painting, pool, gym equipment, preventative and general maintenance of the property.

NOVEMBER 2015 - OCTOBER 2018

### **Avenue5 Residential, Colorado Springs CO- *Maintenance Supervisor***

Managed the overall upkeep and maintenance of the apartment community, as it pertained to plumbing, electrical, painting, HVAC and appliance repair. Perform quality maintenance of property in a timely manner, the periodic performance of preventative maintenance programs, and to satisfy all maintenance requests. As well as supervision of operation and maintenance of residential apartment community.

DECEMBER 2014 - OCTOBER 2015

**CIM Group, Los Angeles CA - *Maintenance Supervisor***

In coordination with the Property Manager I oversaw day-to-day operations and maintenance of 268 unit luxury high rise apartment community. Supervising both maintenance and cleaning team, coordinating projects with outside vendors, ordering supplies and making sure vacated apartments were made "Market Ready" in a timely manner. I was also responsible for fire & life safety, plumbing, electrical, HVAC, appliance repairs, painting, pool, gym equipment, preventative and general maintenance of the property.

OCTOBER 2013- NOVEMBER 2014

**Mr. C's Hotel, Beverly Hills CA - *Lead Engineer***

Responsible primarily for general maintenance and repairs in guest rooms, pool, meeting space, restaurant and common areas of luxury boutique hotel. Guest rooms and public area preventative maintenance are included. I was also responsible for performing repairs on mechanical, electrical, HVAC, plumbing, kitchen, and laundry equipment.

JANUARY 2007 - DECEMBER 2011

**South Beach Marina Apartments, San Francisco CA - *Assistant Chief Engineer***

Worked directly with Property Manager overseeing the maintenance of 414 unit High Rise apartment community, supervising a staff of 8 men and 4 women. Responsible for fire & life safety, plumbing, electrical, HVAC, appliance repairs, painting, make readies, pool, gym equipment, preventative and general maintenance.

## **Education**

### **CPO Certification**

Colorado Springs, CO

### **EPA/HVAC Certification**

Local 39 Stationary Engineers Union-San Francisco, CA

### **Fire Safety Certification**

Local 39 Stationary Engineers Union-San Francisco, CA

### **Electrical Apprenticeship Program**

ABC Merit Shop-Corpus Christi, TX

### **Appliance Repair Course**

Del Mar College-Corpus Christi, TX

