

Pete A. Mills  
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### Summary

I am currently a Facilities Associate, with the keys to all facilities and fleet vehicles. I rely on my past positions of customer service, maintenance and sales to effectively and proactively trouble shoot for potential problems within the building structure and outside. I work closely with all staff to make sure that all facility functions are properly scheduled and arranged. I am familiar with the repair and maintenance of HVAC, plumbing, and lighting systems and am responsible for snow and ice removal. I am also responsible for the maintenance budget and work closely with every department.

### Education

Littleton High School class of 2007. Awarded Peer Leadership honor by the staff at the high school.

### Experience

#### **Dish Network November 2016 to present**

\*Facilities II Associate

Duties include office furniture assembly and repair. General plumbing, electrical and HVAC repairs. Event set up/ tear down as well as snow and ice removal. I work closely with all staff to make sure that all facility functions are properly scheduled and arranged. I am familiar with the repair and maintenance of HVAC, plumbing, and lighting systems and am responsible for snow and ice removal. I am also responsible for the maintenance budget and work closely with every department.

#### **Cherry Creek School District July 2014 to January 2016**

\*Building Manager

Duties include supervising a crew of 6. Became supervisor on 06/01/2015. I was also responsible for painting, plumbing and general maintenance for Falcon Creek Middle School, as well as scheduling for staff/student events. Responsible for maintenance budget and training/supervision of crew as well as snow and ice removal around the school.

#### **Grand Lake Metropolitan Recreation District April 2012 to July 2014**

\*Maintenance / Equipment Operator

Duties include equipment operation, golf course clean up and maintenance, minor irrigation repairs, shop and club maintenance, ski trail grooming.

**A.P.M.A.R. Services June 2011 to March 2012**

\*Property Maintenance

Duties included carpentry work, drywall/sheet rock work, stone/tile masonry work, plumbing, painting and job site cleanup.

**Highland Lumber May 2008 to May 2011**

\*Driver, Sales and Yard Assistant

Duties included completion of lumber orders for phone and walk-in customers and deliver completed orders. Worked with local builder's to keep projects on time.

**PRC (Professional Response Corporation) October 2007 to April 2008**

\*Customer Service Rep. / Floor Support / Manager

Duties included Floor support and management of 12 employees. Became supervisor on 12/01/2007. Supervisor duties included new hire training and taking escalated phone calls.

C.S.R. duties included assisting Verizon Wireless pre-pay customers with basic tech support and over the phone activations and payments.

**Invesco Field at Mile High September 2005 to January 2008**

\*Guest Relations/Security

Duties included helping game day patrons find their designated parking lot, directing them to the correct stadium entrance and providing additional security inside the stadium during all Bronco's, Rapids and Outlaw's home games.