

ENGINEERING MANAGER

Profile

Dedicated Engineering Manager with excellent technical, analytical and communication skills demonstrated by over 25 years of experience.

Skills

- Windows XP Professional (Word Excel and Outlook) and Internet.
- Project management
- Process improvement

Accomplishments

Testing, Evaluation and Analysis:

- Tested equipment to ensure compliance.
- Analyzed data and provided recommendations which resulted in adoption of new cost-saving equipment.

Project Management

- Supervised project production efforts to ensure projects were completed to company standards, on time and within budget constraints.

Professional Experience

Engineering Manager 11/2010 to 02/2016 Company Name City , State

- Directed the installation, testing, operation, maintenance, and repairs of equipment.
- Trained mechanics on standard operating procedures and coordinate preventive maintenance programs.
- Responsible for remodeling projects, making detailed plans to accomplish goals and direct the integration of technical activities.
- Worked closely with management, front desk, food & beverage, security, and housekeeping staff in regards to room and common areas activities and issues.
- Responsible for safety, health, fire, and emergency systems to comply with municipal and federal regulations.
- Managed numerous projects simultaneously within budgetary restrictions.
- Prepared accurate specifications for purchase of materials and equipment for purchasing department.
- Collaborated with the Director of Engineering regarding design parameters for projects.
- Resolved part and assembly discrepancies.

Assistant Superintendent 04/2003 to 10/2010 Company Name City , State

- Responsible for the maintenance and repairs of 600 residential units.
- Assisted the Superintendent in maintaining the physical integrity of the building.
- Involved in ensuring a safe, secure and comfortable living environment for residents.
- Handled the daily building inspections for damages and cleanliness.
- Performed electrical and plumbing work as needed.
- Conducted preventive maintenance of low-pressure oil boiler and ancillary equipment.
- Supervised a staff of nine (doormen and porters) in the evenings.
- Repaired or replaced defective equipment, components or wiring of window air conditioning units and 3-tons systems.
- Prepared estimates for work orders and request material required to complete jobs.
- Ensured that adequate supplies are in stock for emergency repairs and preventive maintenance.
- Completed daily reports of work performed, problems, unusual occurrences, materials expended for billing and recordkeeping purposes.

Suite Attendant 12/1994 to 03/2003 Company Name City , State

- Served eighty-nine luxury suites during Knicks, Rangers, concerts, circus and private events.
- Acted as the liaison between Madison Square Garden Club Suites Service Department and guests.
- Assisted in the coordination of corporate parties.

Assistant Superintendent 10/1990 to 09/2000 Company Name City , State

- Assisted in the maintenance of 47 residential units.
- Repaired all physical damages to apartments.
- Responsible for conducting all plumbing and electrical wiring.

Education and Training

Type your own 2016 Trade School

Coursework in [Course Name]

Languages

Fluent in Spanish

Skills

Billing, blueprints, carpentry, detail-oriented, electrical wiring, engineer, HVAC, materials, Excel, Outlook, window, Windows XP, Word, Oil, painting, Plumbing, read, repairs, safety, Soldering, Fluent in Spanish, Welding, wiring