Brandon Meeks
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### **Summary**

Apartment Maintenance Supervisor skilled in the leadership and supervision of up to 20 employees. Adept at identifying problems in apartments, making repairs and supervising the work done by others. Specialize in apartment settings that require live in support for residents.

### **Highlights**

-Leadership
-Time management
-Organized
-Supervisory and management traits
-Electrical and plumbing repairs
-General maintenance
-Good communicator
-HVAC trained

### **Work Experience**

September 2011 to January 2015 Cityland Corporate Housing-New Cityland, CA Apartment Maintenance Supervisor
-Found new vendors willing to supply new appliances for residents that saved the apartment manager 12% on those costs
-Responsible for training new workers on how to empty communal trash cans, vacuum and mop common areas and take care of routine maintenance on units September 2008 to August 2011 By the Bay Apartments-New Cityland, CA Apartment Maintenance Supervisor
-Coordinated with employees to create weekly and monthly schedules that showed when each individual would work or be on call
-Responsible for finding new vendors to supply maintenance products, which helped reduce the budget by 10% July 2004 to August 2008 Cityland Apartments-New Cityland, CA Apartment Maintenance Supervisor
-Responsible for the general maintenance of three buildings that consisted of six units each and for emergency calls from residents
-Created schedules that allowed at least one worker to remain on call every day for repairs

### **Education**

2004 New Cityland High School, Cityland, CA High School Diploma