

Ruben Alvarez

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SUMMARY OF QUALIFICATIONS

- Bilingual (Fluent in Spanish & English)
- Analytical Thinking, Planning
- Accuracy & Attention to Details
- Organization & Prioritization Skills
- Problem Analysis; Ability to Solve Problems Efficiently
- Adaptability & Ability to Work Under Pressure
- Project Management Skills
- Tolerant & Flexible to Different Situations

CERTIFICATIONS/LICENSES

- Proactive Safety Services in Pennsylvania, **Training Manager/Principle Instructor** Issued: 07/2017 Expires: 07/2022
- Connection Training Services in Pennsylvania, **Penn Dot Flagger (Issued: 06/2015) & Forklift Operator (Issued: 05/2015)**

WORK EXPERIENCE

Norris Square Community Alliance, Philadelphia, PA

06/2016 to 09/2018

Maintenance Technician

- Maintained and managed physical structures and equipment in buildings in the areas of lighting, plumbing, carpentry and electrical, using hand or power tools.
- Conducted the tasks of general preventative maintenance, repair of air conditioning, janitorial and light heater.
- Held accountable for the troubleshooting, inspecting and validating the repairs as per the requirements of renters and building owner.
- Effectively handled the task of maintaining janitorial supplies that included ordering, inventory controls and supply pick up.
- Accomplished floor care tasks such as routine mopping and also stripping, buffing, waxing, and burnishing hard surfaces; vacuuming and shampooing carpets.

Empire Delivery, Philadelphia PA

06/2015 to 06/2016

Forklift Operator / Warehouse Manager

- Operates lift trucks or hand trucks to convey, move or hoist materials to proper departments or areas.
- Translator for employees and management.
- Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment.

Milan Facilities, Milan, MI

01/2012 to 03/2015

Maintenance Worker

- Performed routine building maintenance duties such as electrical, carpentry, drywall, painting, general building systems and minor plumbing; completion of all maintenance service requests in a quick and professional manner.
- Walked the property on a daily basis checking the grounds maintenance, removing any debris or trash and reporting any areas of concern to the manager.
- Completed daily, weekly and monthly checklists on building equipment maintenance procedures and maintained records of scheduled maintenance procedures.
- Repaired or replaced of any items or fixtures necessary including kitchen and bathroom faucets and sinks, light fixtures, ceiling fans, towel bars, etc.; performed minor plumbing repairs and replacement/installation, including repairing leaks in toilets and sinks, and unclogging toilets.

EDUCATION

- Connection Training Services, Philadelphia, PA, **Penndot Flagger/Forklift Operator Certification** 2015 to Present
- Holmes Community College, Goodman, MS, **Restaurant Management Certification**
- Cacte, Guaynabo, PR, **Customer Service Certification; Superhost Certification**
- General Educational Development Testing Services of America, Augusta, ME, **High School Diploma**