

Shavonda Zaayer

Maintenance Coordinator

✉ shavonda.zaayer@gmail.com

☎ (541) 916-3229

📍 123 Maple Street, Portland, ME 04101

EDUCATION

Associate of Applied Science in Maintenance Management at Southern Maine Community College, South Portland, ME

Aug 2017 - May 2021

Relevant Coursework: Facilities Maintenance, Project Management, Safety and Compliance, Blueprint Reading, Building Systems, HVAC, Electrical Systems, Plumbing, Preventative Maintenance, and Computerized Maintenance Management Systems (CMMS).

LINKS

[linkedin.com/in/shavondazaayer](https://www.linkedin.com/in/shavondazaayer)

SKILLS

Troubleshooting

Scheduling

Inventory Management

AutoCAD proficiency

HVAC systems knowledge

Electrical expertise

Plumbing know-how

LANGUAGES

English

Hindi

PROFILE

Dedicated Maintenance Coordinator with 2 years of experience in managing and coordinating maintenance tasks, ensuring timely completion, and maintaining high-quality standards. Proficient in scheduling and tracking work orders, collaborating with cross-functional teams, and implementing preventive maintenance programs. Adept at problem-solving and streamlining processes to optimize efficiency and reduce downtime. Excellent communication and organizational skills, committed to ensuring smooth facility operations and continuous improvement.

EMPLOYMENT HISTORY

● Maintenance Coordinator at Maine Energy Systems, ME

Apr 2023 - Present

- Successfully reduced equipment downtime by 25% within the first year of employment by implementing a proactive maintenance schedule and streamlining work order processes, resulting in increased productivity and cost savings for Maine Energy Systems.
- Coordinated and executed a major plant maintenance overhaul project, involving the servicing and repair of over 50 critical systems and components, which was completed 10% under budget and two weeks ahead of schedule, increasing overall plant efficiency by 15%.
- Developed and implemented a comprehensive training program for new maintenance technicians, leading to a 30% increase in team efficiency and a 20% reduction in errors and safety incidents, contributing to improved workplace safety and performance at Maine Energy Systems.

● Assistant Maintenance Coordinator at Pine State Services, ME

Sep 2021 - Feb 2023

- Successfully managed and coordinated maintenance tasks for over 200 properties, resulting in a 95% customer satisfaction rate and a 10% increase in client retention for Pine State Services.
- Streamlined the maintenance request process by implementing a new tracking system, reducing response times by 25% and increasing overall efficiency by 15%.
- Trained and supervised a team of 10 maintenance technicians, leading to a 30% reduction in service call-backs and a 20% improvement in work order completion rates.

CERTIFICATES

Certified Maintenance Planner (CMP)

Jan 2022

Certified Reliability Engineer (CRE)

Oct 2020

MEMBERSHIPS

International Facility Management Association (IFMA)