

Bianca Melendez

Building Maintenance Assistant

📞 (336) 555-4271

✉️ bianca.melendez@example.com

🌐 linkedin.com/example/biancamelendez

📍 Winston-Salem, NC 27101

STRENGTHS

- 🔧 **Trade support**
Prepared tools, fittings, and work areas for senior tradespeople. Coworkers could count on assignments being ready.
- ♥️ **Safe repair work**
Protected occupied spaces during drain and fixture service. Clean handoffs helped technicians finish work without rework.
- ⚙️ **Mechanical follow through**
Stayed with filter, heating, and general repair tasks until function was checked. That habit built supervisor trust.
- 🔍 **Practical troubleshooting**
Used simple layouts and visible equipment checks to spot issues. Asking focused questions kept repairs moving.
- 🚚 **Service readiness**
Loaded materials, stored tools safely, and handled driving assignments. Crews started sooner when preparation was complete.

SKILLS

Building Maintenance

Mechanical Repair

Plumbing Support

Electrical Support HVAC Service

Hand Tools Shop Equipment

Preventive Maintenance

Safety Practices Sketch Reading

Material Handling

Lighting Components

Receptacles and Switches

Conduit Preparation

Heating Systems

SUMMARY

Building Maintenance Assistant with two years of hands on experience supporting mechanical, electrical, plumbing, HVAC, and general facility repairs across occupied buildings. High school graduate with a valid North Carolina driver's license, **OSHA 10 Hour General Industry** training, and practical knowledge of **hand tools**, **shop equipment**, **preventive maintenance**, and safe material handling. Replaces lighting components, switches, receptacles, and fixtures within assigned scope. Supports plumbing fixture repairs, drain work, filter changes, heating equipment checks, conduit preparation, and wire pulls under supervision. Reads simple sketches, measures routes, stages materials, protects work areas, and documents completed work. Comfortable with indoor and outdoor assignments, urgent call backs, changing weather, loud equipment, driving, and occasional lifting up to 100 pounds. Brings dependable follow through and growing mechanical troubleshooting ability to each facility assignment.

EXPERIENCE

Building Maintenance Assistant

Triad Community Facilities 📅 October 2024 - Present 📍 Winston-Salem, NC

Supports daily maintenance across occupied facilities, preparing tools and materials for journey level tradespeople while completing assigned electrical, plumbing, HVAC, and general repair work. Handles service preparation, basic troubleshooting, work area protection, urgent call backs, and outdoor assignments with attention to safety and reliable completion.

- Replaced lamps, fluorescent components, **switches**, **receptacles**, and fixtures within assigned scope, restoring reliable operation.
- Supported drain, supply line, toilet, sink, and water cooler repairs with clean work areas.
- Changed **HVAC filters** and checked accessible heating and air conditioning equipment conditions during maintenance rounds.
- Prepared **conduit** routes and wire pulls by measuring layouts and staging fittings for trade work.
- Responded to urgent facility needs and outdoor assignments while applying safe **material handling** practices.
- Prepared hand tools, shop equipment, and materials for journey level tradespeople across daily assignments.

Maintenance Helper

Neighborhood Property Services 📅 September 2023 - September 2024 📍 Winston-Salem, NC

Completed supervised maintenance and repair support for occupied properties, combining preventive service, fixture work, inspection, material preparation, and safe driving assignments. Helped experienced technicians identify visible issues, prepare work areas, maintain tools, and document conditions requiring higher skill repairs.

- Completed general repair and **preventive maintenance** tasks under experienced technician supervision across occupied properties.
- Used hand and shop tools for fixture replacement, hardware repair, filter service, and trade preparation.
- Inspected common areas for visible maintenance issues and documented findings for higher skill repairs.
- Supported drain clearing and fixture service by protecting areas, cleaning components, and checking function.
- Read simple sketches and penciled layouts to measure materials and prepare mounting locations.
- Loaded service materials for **driving** assignments while maintaining safe tool storage and clean work areas.

PROJECTS

Occupied Facility Preventive Maintenance 📅 2025

LANGUAGES

English	Native
Spanish	Proficient

MY CAREER



- Building Maintenance Assistant at Triad Community Facilities (1.9 Years)
- Maintenance Helper at Neighborhood Property Services (1 Years)

Supported recurring facility checks across occupied buildings. Replaced filters, reviewed visible equipment conditions, prepared materials, and recorded follow up needs for experienced tradespeople.

Trade Work Preparation Support 📅 2024

Prepared tools, fittings, layouts, and protected work areas for plumbing, electrical, HVAC, and general repair assignments under supervision.

LEADERSHIP & AWARDS

- Recognized by supervising technicians for dependable preparation of tools, materials, and protected work areas.
- Entrusted with urgent call backs, outdoor assignments, and physically demanding material handling after consistent safe work.

EDUCATION

High School Diploma

Parkland High School 🎓 GPA: 3.0 📅 2023 📍 Winston-Salem, NC

Coursework: Mechanical maintenance, electrical safety, construction basics, workplace safety

CERTIFICATIONS

- OSHA 10 Hour General Industry 📅 2024
- Valid North Carolina Driver's License 📅 2023

TECHNICAL SKILLS

- **Electrical Components:** Lamps, fluorescent components, receptacles
- **Electrical Work:** Switches, conduit, wire pulling
- **Plumbing Fixtures:** Drains, supply lines, toilets
- **Water Fixtures:** Sinks, water coolers, cleanup
- **HVAC Service:** Filters, heating systems, air conditioning
- **Mechanical Maintenance:** General repair, equipment checks, troubleshooting
- **Maintenance Tools:** Hand tools, shop equipment, tool storage
- **Preventive Maintenance:** Inspection rounds, filter changes, function checks
- **Safety Practices:** OSHA 10, material handling, work area protection
- **Facility Operations:** Occupied buildings, indoor work, outdoor work
- **Layout Reading:** Simple sketches, rough layouts, route measuring
- **Service Response:** Urgent call backs, driving assignments, weather work

PROFESSIONAL AFFILIATIONS

- Facilities maintenance teams, supporting plumbing, electrical, HVAC, and general repair assignments.
- Local property service crews, contributing to occupied building upkeep and preventive maintenance.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST