

King Mason

📞 (301) 555-4186 ✉️ king.mason@example.com 💼 linkedin.com/example/kingmason 📍 Frederick, MD 21701

SUMMARY

Administrative and maintenance operations professional with four years of experience supporting fleet maintenance, inventory, purchasing, records, and customer service functions. Hands on work includes **Maximo CMMS data entry**, work order administration, labor hour tracking, vehicle asset records, **inventory transactions**, fixed asset documentation, **purchasing card logs**, purchase orders, and general ledger coding. Maintains accurate information for supervisors, technicians, vendors, and internal customers, with practical experience researching discrepancies and escalating operational problems that need attention. Coordinates physical counts, supply receiving, material issuance, timekeeping, personnel actions, leave records, correspondence, schedules, filing, and mail distribution. Holds a valid **Class C Driver's License** and a Maximo fundamentals certificate. Ready to contribute dependable administrative judgment and organized maintenance support in a public transportation setting.

EXPERIENCE

Maintenance Administrative Technician

July 2024 - Present

Blue Harbor Fleet Services

Frederick, Maryland

Supports fleet maintenance operations through Maximo CMMS administration, work order control, purchasing review, inventory coordination, **vehicle records**, timekeeping, and office documentation. Partners with supervisors, technicians, vendors, and internal customers to keep maintenance information accurate and actionable.

- Administered **Maximo CMMS** records for **labor hours**, work orders, assets, and maintenance completion details.
- Reconciled technician updates with missing work order information, improving status reports for shop planning.
- Reviewed **purchase orders** and **purchasing card logs** for receipts, GL coding, and approval documentation.
- Coordinated approved repair materials, shop supplies, and outside services through purchasing controls.
- Completed physical and fixed asset counts, researched variances, and updated verified Maximo records.
- Maintained vehicle unit changes, **personnel actions**, leave files, timekeeping records, schedules, and correspondence.

Administrative and Inventory Support Specialist

September 2022 - June 2024

Piedmont Supply Operations

Hagerstown, Maryland

Provided administrative and storeroom support for maintenance and field operations. Managed supply receipts, inventory records, purchase documentation, time records, correspondence, and customer questions while helping staff receive needed **materials** without losing record accuracy.

- Received, recorded, shelved, issued, and documented **supplies** for maintenance and field personnel.
- Researched inventory quantity discrepancies and prepared records for cycle counts and annual **physical inventory**.
- Entered labor, supply, and service information with accurate account codes, unit identifiers, and dates.
- Verified purchase details against **receiving** records before routing documentation for administrative review.
- Organized time records, leave documentation, filing, **mail distribution**, calendars, and office **correspondence**.
- Supported technicians, vendors, and staff by routing questions and escalating urgent supply issues.

PROJECTS

Fleet Asset Record Reconciliation 📅 2025

Reviewed vehicle unit information, inventory records, and physical count documentation to identify discrepancies. Updated verified records in Maximo and gave supervisors clearer information for maintenance planning.

Maintenance Purchasing Control Review 📅 2024

Compared purchase orders, purchasing card logs, receipts, and GL account information. Organized supporting records for faster administrative review and stronger procurement documentation.

LEADERSHIP & AWARDS

- Recognized by maintenance supervisors for dependable Maximo record support and timely work order follow through.
- Commended by operations staff for accurate inventory counts, organized files, and responsive customer service.
- Selected as a trusted resource for resolving supply record questions and routing urgent operational issues.

EDUCATION

High School Diploma

2022

Frederick High School GPA: 3.5

Frederick, Maryland

Coursework: Office administration, recordkeeping, inventory control, business communication

CERTIFICATIONS

- Maximo Fundamentals for Maintenance Users 📅 2025
- Valid Class C Driver's License 📅 2022

TECHNICAL SKILLS

- **CMMS Administration:** IBM Maximo, work orders, maintenance reports
- **Fleet Asset Records:** Vehicle units, asset records, record corrections
- **Inventory Operations:** Receiving, shelving, issuing supplies
- **Physical Inventory:** Cycle counts, annual counts, variance research
- **Purchasing Records:** Purchase orders, receipts, purchasing card logs
- **General Ledger Controls:** GL coding, account review, transaction support
- **Procurement Support:** Material requisitions, contract records, approved services
- **Timekeeping Records:** Labor hours, time records, leave documentation
- **Office Applications:** Microsoft Office, spreadsheets, document filing
- **Administrative Coordination:** Schedules, correspondence, mail distribution
- **Customer Service:** Technician support, vendor support, issue routing
- **Asset Documentation:** Fixed assets, inventory files, verified quantities

SKILLS

- | | | | |
|---------------------|----------------------------|--------------------|--------------------|
| • Maximo CMMS | • Fixed assets | • Vehicle records | • Data entry |
| • Work orders | • Purchasing documentation | • Timekeeping | • Scheduling |
| • Labor tracking | • GL coding | • Personnel files | • Customer service |
| • Inventory control | • Material requisitions | • Microsoft Office | |

PROFESSIONAL AFFILIATIONS

- Maintenance operations support, fleet records, and administrative coordination.
- Inventory control, storeroom service, and purchasing documentation.

LANGUAGES

- English (Native)
- Spanish (Beginner)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST