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GONZALEZ III, GUADALUPE



OBJECTIVE

- Oversee the maintenance of the facilities and grounds in a condition of operating excellence, cleanliness, and safety.
- Lead a department of maintenance and custodial personnel, whose major responsibility is to provide a safe, attractive, comfortable, clean, and efficient facility.

SKILLS

- Good efficiency and knowledge in employing best business practices to ensure that the services and processes supporting the organization go on smoothly.
- A high level of professionalism, integrity, and discretion in handling confidential information.
- Capable of managing all facilities efficiently – Well-versed with project management activities, time

EXPERIENCE

FACILITIES SUPERVISOR • CITY OF HIGHLAND PARK • APRIL 2002 TO SEPTEMBER 2018

OPERATIONS SUPERVISOR • CITY OF NAPERVILLE • SEPTEMBER 2018 TO CURRENT POSITION

- Planned strategy to ensure efficient management of assets – Managed, maintained and supported the reliability of the systems, equipment, properties, and assets in the facility.
- Managed contracts, contractors, and procurement functions and provided support for the facility's budget.
- Maintained and operated the facilities – Managed resources including budget, staff, contractors, consultants, and finances.

Key Activities:

- Performed short term and long term planning for the property.
- Supervised development/monitoring of facilities maintenance program.
- Directed all activities relating to contracted facility services, including but not limited to technical reviews, materials, equipment and product requisitions.
- Assisted and guided the contractors in completing the tenders and managed the projects assigned.
- Documented different contracts to be distributed as tenders to contractors.
- Detailed analysis and study of, alternatives available as an adjunct to completing projects.
- Estimated the possible costs of projects ranging from basic daily repairs to extensive restoration or upgrades.
- Researched the possible areas of development in a project in accordance with the established objectives and planned sustainability goals.



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management, and team leadership.

- Proficient in accounting and financial analysis.
- Comfortable working in a fast-paced environment – Good communication and interpersonal skills.
- Team building and Training
- Sustainability Practices
- Introduced changes in existing projects without disturbing the ongoing process, thus increasing output and reducing operating costs.

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EDUCATIONAL / PROFESSIONAL QUALIFICATIONS

- OBTAINING CFM, CERTIFICATION DIPLOMA IN FACILITIES MANAGEMENT FROM IFMA
- GRADUATE IPSI (ILLINOIS PUBLIC SERVICE INSTITUTE) 3-YEAR PROGRAMME
- CERTIFIED HVAC TECHNICIAN
- CERTIFIED BOILER OPERATOR
- OSHA 30 HR. SAFETY CERTIFIED
- GREEN TECHNOLOGY CERTIFIED
- NFPA FIRE INSPECTOR 1 CERTIFIED
- FFPA ELECTRICAL CODE CERTIFIED
- NFPA SPRINKLER & CODE COMPLIANCE CERTIFIED
- FFPA LIFE SAFETY OCCUPANCY CERTIFIED
- EPA UNIVERSAL TECHNICIAN
- BUDGET PREPARATION
- CAPITAL IMPROVEMENT PLANNING
- PROJECT MANAGEMENT
- CONSTRUCTION SUPERVISION CODE ENFORCEMENT
- CONTRACT BIDS PREPARATION
- GRANT PREPARATION
- PURCHASING
- INVENTORY CONTROL
- CARPENTRY
- LIGHT ELECTRICAL
- PLUMBING
- CLASS B CDL




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EXPERIENCE/LEADERSHIP

Facilities Management experience with strong leadership and organization skills, with vast experience in managing many different type facilities. My many years in the maintenance field have provided an outstanding knowledge base and mechanical aptitude. Project Management, Capital Improvement Preparation, and Budget Preparation are yet another strong background of my strong and proven background. Training of Staff to reach the high possible potential also experienced in Life safety inspection procedures. Promote a safe environment for fellow employees and the community that we serve through the involvement and responsibility of all individuals, emphasizing education, communication and safe work practices."



REFERENCES UPON REQUEST
