

Jesse Martin

Facilities and Property Manager

(123) 456-7890 · City, ST · email@example.com

Experienced Facilities and Property Manager with expertise in building systems and preventive maintenance

10 years of managing large residential and commercial facilities. Skilled in vendor coordination, safety protocols, and facilities upgrades.

Key Skills

- Building maintenance
- Emergency repairs
- HVAC and system oversight
- Safety compliance
- Capital improvement planning
- Facilities scheduling
- Maintenance staff supervision

Professional Experience

Facilities Manager, Oakwood Residential, St. Louis, MO

March 2017 – Present

- Oversaw maintenance operations across 3 apartment communities totaling 600 units
- Reduced repair response time by 40% with improved scheduling system
- Managed \$1.2M facilities budget and ensured OSHA compliance

Property Maintenance Supervisor, Hillstone Communities, St. Louis, MO

May 2013 – February 2017

- Supervised 5 technicians and handled daily repair tickets
- Implemented a preventive maintenance program across all locations

Education

Missouri State University | Graduated: May 2012

Bachelor of Applied Science in Construction Management