

# MARIA J. HERNANDEZ

## OBJECTIVE

Part-time position as Facilities Operator or Manager, with focus on repair, landscaping, cleaning, painting, lawn care, or carpet services

## CONTACT

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## HIGHLIGHTS OF QUALIFICATIONS

- 10+ years experience in painting, landscaping, and lawn care; 3+ years in apartment maintenance
- Proficient in plethora of machinery (e.g., floor sanders, buffers, high powered washers and dryers)
- Impeccable eye for detail, as related to landscaping and maintenance
- Enthusiastic and personable self-starter; professional in demeanor
- Stellar social skills relating to/with public relations
- Flexible with variety of job requests, and meticulously accurate in executing work order
- Veteran of 'teamwork' philosophy; takes pride in doing a great job and achieving positive results

## RELEVANT WORK HISTORY

**July 2001 – present:** *Maintenance Operator and Evening Supervisor in Facilities Management Department, Gilliam Pharmaceuticals, Inc, Baltimore, Maryland 21224*

- Cleaning, repair, and management of bathrooms, lobbies, cafeterias, entrance areas, offices, and labs (i.e., trash pick-up, stripping and waxing of floors, window washing)
- Inventory and control of storage closets and spaces
- Supervision, scrutiny, and examination of others' tasks and work, before going home
- Multilingual, one-on-one training of personnel (in Spanish and English) in proper facility care
- Efficient use of GroupWise computer system for purposes of checking conference room availability, calendar tasks, and e-mails
- Smooth coordination of GMP meetings (e.g., set-up of food, equipment, chairs, etc.)

**April 1998 – September 2001:** *Lawn care Specialist, Brenning Apartments, 398 Bondel Street, Baltimore*

- Maintenance of lawns and gardens for over 277 apartments (e.g., weeding, mulching, planting, seeding, application of fertilizer, hedge trimming, etc.)
- Multiple tasks of apartment care (e.g., painting, garbage disposal, stripping and polishing of hardwood floors)
- Multilingual, one-on-one training of personnel (in Spanish and English) in proper facility care

**April 1999 - May 2001:** *Machinist and Operator, Cleaning Hands, 8956 Worth Avenue, Baltimore*

- Meticulously prepped and packed machine with wires, which were later formed into perfect hangers
- Responsible for material inventory
- Trained and supervised personnel, in both Spanish and English

**June 1995 - April 1998:** *Facilities Operator, Meredith Nursing Home, 5198 Germain Road, Baltimore*

- Cleaning and repair of residents' apartments and their linens (e.g., towels, sheets)
- Responsible for proper Laundromat maintenance (e.g., prepping racks, machines working, etc.)

**January 1989 - June 1995:** *Line Machine Operator, J. S. Bakery, 298 S. Blad Street, Baltimore*

- Proper mixing and feeding of ingredients into line machines, that produced breads and pastries
- Supervision of machine functions simultaneous to packing finished products
- Packing of breads

## SPECIAL SKILLS AND ADDITIONAL BACKGROUND

- Sewing machine operator/specialist in Puerto Rico (e.g., shirts, pants, coat buttons)
- Bilingually fluent in Spanish and English