



Jelena Parrot

Facilities Maintenance Technician

I have over 3 years experience as a Facilities Maintenance Technician. I am responsible for maintaining and repairing facilities and equipment. I have a strong background in mechanical, electrical, plumbing, and carpentry. I am also proficient in the use of hand tools, power tools, and computer-aided design (CAD) software. In addition to my technical skills, I also possess excellent interpersonal and communication skills.

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(253) 213-0266 

Pennsylvania Ave, Washington, 
DC 20500

Education

High School Diploma at George Mason University, VA

Aug 2014 - May 2019

I've learned how to study for and write exams, how to do research, and how to communicate with my peers and teachers.

Links

[linkedin.com/in/jelenaparrot](https://www.linkedin.com/in/jelenaparrot)

Skills


HVAC



Electrical Systems



Plumbing



Building Maintenance



Carpentry



Welding



Painting



Employment History

Facilities Maintenance Technician at American Maintenance Services, VA

May 2022 - Present

- Successfully repaired and replaced HVAC units for 3 commercial buildings, ensuring comfortable and safe working environments for employees.
- Repaired a total of 15 plumbing leaks in the office building, preventing any further water damage.
- On time and within budget completion of painting projects in the warehouse and office space totaling 12,000 square feet.
- Installed new light fixtures in the parking lot, improving safety for employees and visitors.
- Prevented downtime by completing weekly maintenance checks on all equipment in the facility.

Facilities Maintenance Technician II at AAA Services, VA

Sep 2019 - Mar 2022

- Maintained a 98% satisfaction rating for on-time facility repairs from customers.
- Completed an average of 12 work orders per day, with no more than 2% of those being urgent requests.
- Demonstrated excellent time management skills by completing all scheduled preventative maintenance tasks within the assigned timeframe 85% of the time.
- Acted as a liaison between customer and facilities staff, relaying concerns and updating customers on status of requested repairs in a professional manner.
- Inspected completed work of outside contractors to ensure quality standards were met before signing off on invoices.

Certificates

Certified Facilities Maintenance Technician (CFMT)

Apr 2021

Certified Building Maintenance Manager (CBMM)

Jan 2020

Languages

English



Russian



Memberships

American Society for Healthcare Engineering (ASHE)

International Facility Management Association (IFMA)