



Jerriyah Epperson

Maintenance Coordinator

I have over 5 years of experience as a Maintenance Coordinator. In this role, I was responsible for organizing and coordinating the maintenance activities of an organization. This included scheduling repairs, ordering parts, and maintaining records. I also assisted in the training of new employees on proper maintenance procedures. My excellent organizational skills and ability to multitask made me successful in this position.

jerriyah.epperson@gmail.com 

(266) 833-8427 

Above are some examples of addresses in US. Write a random address (other than above) in state NV in US. 

- 854 W Sunset Rd, Henderson, NV 89011

Education

High School Diploma at Reno High School, Reno, NV

Sep 2012 - May 2017

I have learned how to effectively communicate with others, how to manage my time wisely, and how to stay organized.

Links

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

Skills

Maintenance Scheduling

Maintenance Planning

Work Order Management

Inventory Management

Preventative Maintenance Programs

Equipment Troubleshooting and Repair

Safety Procedures

Employment History

Maintenance Coordinator at JLL, NV

Mar 2022 - Present

- Successfully completed preventative maintenance on 500 pieces of equipment, resulting in a decrease of breakdowns by 25%.
- Implemented a new inventory management system for maintenance supplies, resulting in a 10% reduction in overall costs.
- Created and maintained up-to-date records for all equipment, including service history and manuals.
- Coordinated the repair of 50 machines with outside vendors, ensuring all repairs were completed within budget and on time.
- Trained 20 new employees on proper maintenance procedures.

Maintenance Coordinator II at CBRE, NV

Sep 2017 - Jan 2022

- Led a team of 3 maintenance technicians in completing preventative maintenance on all facility equipment.
- Trained 2 new maintenance coordinators on work order management and scheduling.
- Completed all scheduled and unscheduled work orders within 48 hours, with an average completion time of 24 hours.
- Reduced the number of safety incidents by 25% through implementation of new safety procedures.
- Developed a new system for tracking inventory which resulted in a 10% reduction in inventory costs.

Certificates

Certified Maintenance and Reliability Professional (CMRP)

Jan 2021

Certified Plant Maintenance Manager (CPMM)

Jan 2019

Memberships

American Society for Quality (ASQ)

International Facility Management Association (IFMA)