

Celeste Milheiser

Maintenance Manager

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📍 W 47th Pl, Kansas City, MO 64130

EDUCATION

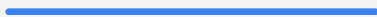
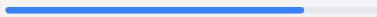
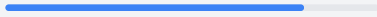
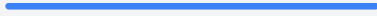
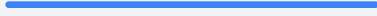
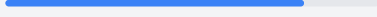
High School Diploma at Hazelwood West High School, Hazelwood, MO
Sep 2012 - May 2017

I have learned how to read, write, and do math.

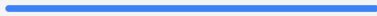

LINKS

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

SKILLS

Maintenance 
Management 
Organization 
Communication 
Scheduling 
Budgeting 

LANGUAGES

English 
Russian 

HOBBIES

Organizing
Listening to music
Gardening

PROFILE

I am a reliable and experienced maintenance manager with over 5 years of experience in the field. I have successfully managed Maintenance teams and projects, ensuring that all targets are met within budget and on time. My key strengths include excellent communication skills, problem solving ability and sound judgement. I possess strong leadership qualities which enable me to manage diverse teams effectively.

EMPLOYMENT HISTORY

● Maintenance Manager at JLL, MO

Jun 2022 - Present

- Supervised a team of 15 maintenance workers and ensured all tasks were completed in a timely, efficient manner.
- Implemented a new preventative maintenance program that reduced downtime by 25%.
- Reduced costs by 10% through negotiating better rates with suppliers.
- Trained other managers on best practices for maintaining equipment.
- Authored company-wide standards for safety and cleanliness.

● Maintenance Supervisor at Cushman & Wakefield, MO

Aug 2017 - Apr 2022

- Successfully managed and oversaw the maintenance of 50+ properties.
- Successfully reduced overall maintenance costs by 10% through efficient resource management.
- Successfully completed all scheduled and unscheduled maintenance tasks within specified timelines.
- Successfully led a team of 15+ maintenance staff and ensured all daily tasks were completed efficiently.
- Maintained excellent communication with property owners/managers and provided timely updates on all maintenance activities.

CERTIFICATES

Certified Maintenance Manager (CMM)

Oct 2020

Certified Reliability Engineer (CRE)

Oct 2018

MEMBERSHIPS

American Society for Quality (ASQ)

International Facility Management Association (IFMA)