

# Alaina Loux

Maintenance Planner

✉ [alaina.loux@gmail.com](mailto:alaina.loux@gmail.com)  
☎ (405) 668-9089  
📍 N Market St, Wilmington, DE 19801

## Education

### High School Diploma at Newark High School, Newark, DE

Aug 2013 - May 2017

I've learned how to study for and take tests, how to do research, and how to write papers.

## Links

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

## Skills

Maintenance Planning

Maintenance Scheduling

Work Order Management

Inventory Management

Preventative Maintenance Programs

Root Cause Analysis

## Languages

English

Mandarin

## Hobbies

Organizing  
Crafting  
Reading

## Profile

I am a Maintenance Planner with over 5 years of experience. I have a proven track record of reducing downtime and improving efficiency in the maintenance department. I am skilled in developing preventive maintenance programs, scheduling repairs, and coordinating resources. I am also experienced in managing inventory levels and maintaining equipment records. I have a strong background in mechanical and electrical systems, as well as computerized maintenance management systems (CMMS).

## Employment History

### Maintenance Planner at Bovis Lend Lease, DE

Mar 2022 - Present

- Successfully maintained [number] pieces of equipment with [downtime percentage] or less downtime over the course of [time period].
- Successfully completed [number] preventative maintenance tasks within the specified timeframe.
- Identified and resolved [number] maintenance issues before they became problems.
- Successfully completed [type] training related to maintenance planning.
- Worked with other departments to successfully complete [type] projects on time and under budget.

### Maintenance Planner II at Skanska, DE

Sep 2017 - Feb 2022

- Implemented a new work order system that decreased turnaround time by 25%.
- Trained 3 new maintenance technicians on proper work order procedure.
- Coordinated with vendors to schedule quarterly preventative maintenance checks for all equipment.
- Updated the inventory management system to reflect real-time stock levels.
- Developed a tracking system for open work orders to ensure timely completion.

## Certificates

### Certified Maintenance Planner (CMP)

Jun 2021

### Certified Reliability Engineer (CRE)

Dec 2019

## Memberships

American Society for Quality (ASQ)

Society for Maintenance & Reliability Professionals (SMRP)