

# SANA VACHA

Maintenance Supervisor

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San Antonio Street, Austin, TX 78705



## PROFILE

I am a Maintenance Supervisor with over 5 years of experience in the industry. I have worked extensively with all aspects of maintenance, including preventive and corrective maintenance, as well as working with outside vendors. My experience has taught me how to effectively manage my team and prioritize tasks in order to keep our operations running smoothly. In addition, I have excellent communication skills which allow me to liaise between different departments within our company.

## LINKS

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

## SKILLS

Maintenance

Supervising

Scheduling

Planning

Organizing

Coordinating

Communicating

## LANGUAGES

English

Urdu

## EMPLOYMENT HISTORY

### ● Maintenance Supervisor at A-1 Property Management, TX

May 2022 - Present

- Supervised a team of 15 maintenance workers and successfully completed all scheduled tasks within budget and on time.
- Successfully implemented new work order system that increased worker productivity by 20%.
- Created and enforced safety procedures that resulted in 0 accidents or injuries in 3 years.
- Worked with vendors to purchase parts and supplies at 10% below budget.
- Trained new employees on company policies and procedures.

### ● Maintenance Technician at Acme Facilities Management, TX

Aug 2017 - Apr 2022

- Maintained and repaired a wide variety of equipment including: pumps, fans, gearboxes, conveyor systems, and packaging machinery.
- Diagnosed problems using blueprints, schematics, and manufacturers' specifications.
- Assembled and installed new equipment per manufacturer's specifications.
- Wrote standard operating procedures for preventative maintenance tasks.
- Trained other technicians in proper maintenance techniques.

## EDUCATION

### High School Diploma at Highland Park High School, TX

Aug 2012 - May 2017

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

## CERTIFICATES

### Certified Maintenance & Reliability Professional (CMRP)

Sep 2020

### Certified Plant Maintenance Manager (CPMM)

Feb 2019

## MEMBERSHIPS

American Society for Quality (ASQ)

International Facility Management Association (IFMA)