


# Talitha Strubeck

## Maintenance Supervisor

I am a Maintenance Supervisor with over 5 years experience in the industry. I have worked in various settings, including residential and commercial properties. In my current role, I oversee a team of maintenance workers and ensure that all repairs are completed in a timely manner. I also perform some repair work myself when needed. My skills include troubleshooting, carpentry, plumbing, and electrical work. I am highly organized and efficient, and take pride in keeping our property well-maintained for our residents/customers

[talitha.strubeck@gmail.com](mailto:talitha.strubeck@gmail.com) 

(609) 944-8805 

N Calvert St, Baltimore, MD   
21202

### Education

#### High School Diploma at Maryland School for the Blind, Baltimore, MD

Sep 2013 - May 2017

I've learned how to effectively communicate with others, how to manage my time wisely, and how to think critically.

### Links

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

### Skills


Maintenance




Supervising



Scheduling



Planning



Organizing



Coordinating



Communicating



### Employment History

#### Maintenance Supervisor at J.E. Richards, Inc., MD

Mar 2022 - Present

- Hired and trained a team of 5 maintenance workers.
- Implemented a new preventative maintenance program that increased machine uptime by 15%.
- Negotiated with vendors to get a 10% discount on parts and supplies.
- Developed a system for tracking work order requests and completed repairs.
- Responded to emergencies 24/7, averaging 2 calls per week.

#### Maintenance Technician at W.M. Schlosser Company, Inc., MD

Aug 2017 - Feb 2022

- Reduced downtime by 50% through proactive maintenance.
- Cut costs by 10% by negotiating better rates with suppliers.
- Increased safety by implementing new procedures.
- Trained 2 new technicians on company procedures.
- Completed all assigned tasks within deadline 95% of the time.

### Certificates

#### Certified Maintenance & Reliability Professional (CMRP)

Nov 2020

#### Certified Plant Maintenance Manager (CPMM)

Dec 2018

### Memberships

American Society for Quality (ASQ)

International Facility Management Association (IFMA)