Kamran Salehi

**Maintenance Technician - Parkview Services**

Edmonds, WA 98020 [kks1387@hotmail.com](mailto:kks1387@hotmail.com)

206-387-5997

• Maintenance Engineer: assist with preventative maintenance and complete report work orders

• Office administrative experience: incoming/ outgoing calls, forms, reports, documentation, copies, and filing

• Computer skills: hardware, networking, proficient with Microsoft Office and Adobe products

• 9 years experience as a swim instructor/lifeguard: certified by the American Red Cross in water safety instruction, first aid and CPR

• Construction experience: basic electrical, roofing, tiling, siding, sheet rock/plaster, concrete, forklift certification (with a TWIC card and electrical trainee card.)

• Extremely customer focused and work ethic driven.

Work Experience

Maintenance TechnicianParkview Services - Seattle, WA October 2018 to Present

• Perform maintenance at various locations around the greater City of Seattle, fixing various things such as Sheet-rocking, Electrical, Tile, Painting, drains, and pipes.

• Light kitchen cabinet work, carpentry. Bathroom tile.

• Perform duties that are requested and inspect other areas for tenants that are disabled.

• General up keeping to all houses owned by Parkview services and making sure it's maintained to osha/ inspector code.

**Maintenance Engineer** Waterfront Landings - Seattle, WA February 2018 to September 2018

• Perform maintenance check around area of building to see what needs to be fixed. Such as replacing light bulbs, ballast, patching vinyl, tile, mudding, sheet rocking, painting, drains and pipes.

• Perform duties that are requested by tenants and resolve in a timely manner.

• General up keeping to the facility while making sure the building is running/looking great at standard operations

**Maintenance Engineer**

Hyatt House - Seattle, WA

2017 to 2018

• Assist with preventative maintenance and complete report work orders such as replacing ceiling tiles, light bulbs, patching vinyl, etc., to maintain the hotel and keep the product quality standard

• Perform preventative maintenance assignments on a scheduled basis.

• Assist in checking electrical systems such as air conditioning controls, television sets, lighting systems, and make minor repairs and/or replacement.

• Assist in checking and making routine repairs and assist on major repairs of all hotel equipment including small appliances, kitchen equipment, laundry equipment, boilers, pool equipment, HVAC, general plumbing systems and fixtures such as pipe lines, toilets and sinks, kitchen and laundry equipment.

**Office Assistant 3**

University of Washington - Seattle, WA

2013 to 2017

• Set up of essential grant and contract correspondence including awards, sponsor decisions, campus communications and auditable records; pertaining to active grants and contracts

• Assignment of items in the document management and workflow pipeline for OSP member/ staff review

• Sign-up of new sponsors: database requests for all campus departments

• Ownership of signed award/ sponsor status updates

• Support for reception/ front desk staff

**Swim Instructor/ Lifeguard**

City of Shoreline - Shoreline, WA

2009 to 2013

• Swim instructor for children ages 5-12

• Managed swimmers for State, City and American Red Cross water safety compliance: authored progress reports explaining improvements/ areas that need further development

• Performed life-saving rescues: CPR/ first aid

• Facility administrative work: greeted customers, operated cash register, answered questions and provided information both in person and over the phone

• Assisted with cleaning the pool and keeping the pool deck and other areas clean and safe

**Construction Assistant**

All Phase Renovations - Huntsville, AL

2007 to 2009

• Assistant to the lead contractor/construction workers: roofing, tiling, Hardiplank siding, demo, sheet rock and plaster, concrete mixing/ pouring and removal

• Operated a Bobcat to dig up ground ahead of construction of a new concrete foundation

• Proficient with general/ power tools: circular saw, nail guns, hand drills, as well as mowers, blowers, weed-eaters and chain saws for landscaping

**Swim Instructor/ Lifeguard**

City of Huntsville - Huntsville, AL

2003 to 2009

• Swim instructor for both adult aerobic and child classes

• Supervisory role responsible for opening and closing the pool facility; admin work including depositing cash/ receipts at the end of the day

Education

**Associates in General**

North Seattle Community College - Shoreline, WA

2016 to Present

Skills

Electrical, HVAC, Troubleshooting, Maintenance

Certifications/Licenses

**EPA Universal Certification**

**Driver's License**