

Alan Elam

Cumming, Ga
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Education

GENERAL EQUIVALENCY DIPLOMA, Technical College System of Georgia
Received on July 31, 2014

EPA UNIVERSAL CERTIFICATION, ESCO Institute
Received in May 2015, Certification No. 799565535410

CPO CERTIFICATION, Original 7
Received August 2017

Experience

FOGELMAN PROPERTIES, July 2019 - November 2019

Maintenance Technician II

- Completed 10+ work orders daily.
- Answered emergency work requests as quickly as possible.
- Helped our team take care of the grounds every morning.
- Was responsible for upholding the standards required by Fogelman Properties.

HIGHMARK/ZRS MANAGEMENT, November 2017 – July 2019

Maintenance Technician II

- Promptly respond to maintenance requests by residents and office staff, both during work hours and after hours while on call.
- Perform maintenance and repairs on many different appliances, including Aquatherm HVAC systems and GE appliances.
- Help prepare apartments for new residents by completing any necessary repairs and making the apartment visually appealing.
- Work with our Groundskeeper to ensure that the visual appeal and cleanliness of our property is up to standards.

HARBOR GROUP MANAGEMENT, March 2017- November 2017

Maintenance Technician

- Responded to residents' needs and maintenance requests and I attended to 8 to 10 work orders each day.
- Became knowledgeable regarding repairs and upkeep of many appliances, including heat pump HVAC systems, straight heat systems, and gas furnaces.
- Was responsible for the curb appeal of the apartment community, including the pool area and compactor.
- By obtaining my CPO certification, as well as hands-on experience, I become familiar with maintaining the chemical balance and visual appeal of the community pool.
- Spent time directing the maintenance team when we did not have a supervisor.

MATRIX RESIDENTIAL, August 2015 – March 2017

Service Technician

- Was responsible for the upkeep and appearance of a luxury apartment complex and the surrounding property.
- Was required to make sure all work orders requested by residents are completed in a timely manner.
- Became knowledgeable about repairs for A/C units, toilets, and many different appliances.

WORTHING COMPANIES, July 2014 – August 2015

Lead Porter/Groundskeeper

- Was responsible for maintaining the visual appeal and cleanliness of three upscale apartment communities.
- Upheld the sanitation of residential amenities for all three properties; pools, courtyards, fountains, common areas, etc.
- Was responsible for particular needs of residents as they arise.
- Became more knowledgeable about apartment maintenance and requirements for the upkeep of residential communities.

Skills / Qualifications

- I appreciate experiences for personal growth and I develop knowledge quickly.
- I pride myself on being efficient, resourceful, and punctual when completing my work.
- I am a hardworking individual, and I am committed to any job I obtain.
- Basic knowledge of Microsoft Word