

DIART TOLAJ

ASSISTANT FACILITIES MANAGER

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(516)-451-4356

Profile

Managing luxury residential spaces by ensuring operational efficiency of electrical equipment and mechanical systems through timely inspection and repair.

Skills	Computer	Technical	Managerial
	Scheduling, Emailing and Managing Contractor and Residents appointents via the Leonardo and Yardi Voyager software. Designing a monthly contractor budget spreadsheets and charts with the help Microsoft Excel and GoogleSheets.	Replacing ,repairing and maintaining all electrical, fire sprinkler and Heat and Cooling system and equipment in over 300 Luxury Apartments. As well as logging and ordering maintenance material and equipment.	Assignment and assisting of all Work Ticket Requests for maintenance in multiple luxury residential locations. Curated multiple events for the location's residents , by hiring and managing contractors and balancing event budgets.

Technical	HVAC Systems	Carpentry	Window/Mac Proficient
	Electrical	Fire Sprinkler Systems	Leonardo/Yardi Voyager software
	Plumbing	Drywall/Painting	Excel/GooglSheets

Experience

Assistant Maintenance Manager

The Allure - Mineola, Long Island

November 2020-Present

Scheduling and overseeing all maintenance-related done by in-house Technicians and Contractors . Supervising that all maintenance operations are done in accordance with company policy and OSHA guidelines, while ensuring the facility satisfies all industry and corporate regulations.

Plumber

Hertler and Nadile Plumbing and Heating - Glendale, NY

2017-2020

Serviced our commercial client's luxury facilities such Equinox, Apple, Prada and Masion Kieser in the tri-state area as well as providing around the clock emergency service as needed.

Plumber

M&S Mechanical - New Hyde Park, New York

2015-2017

Managed a small team of Plumbers to service industrial heating systems, troubleshooting and repairing heat exchangers, boilers and other heating equipment in large residential and commercial buildings all around Manhattan.

Education

Apex Techincal Trade School - New York City, NY

Plumbing, Heating and Fire Sprinkler— **4.0 GPA**