

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

Scheduling, Emailing and Managing Contractor and Residents appointments via the Leonardo and Yardi Voyager software. Designing a monthly contractor budget spreadsheets and charts with the help Microsoft Excel and GoogleSheets.

Technical

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.

Managerial

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

Electrical

Plumbing

Carpentry

Fire Sprinkler Systems

Drywall/Painting

Window/Mac Proficient

Leonardo/Yardi Voyager software

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**

Certification

Drivers License - New York State	16 hr Gas Qualification - New York	Inspections - Bozzuto
F-60 - New York Fire Department	State	Heating Ventilation Air
G-60- New York Fire Department	OSHA 10 - OSHA	Conditioning - Bozzuto
	Budgeting and Bidding - Bozzuto	