



**RUIZ SANCHEZ**

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## **PROFILE**

I am a well rounded person and very dependable. I am looking for a opportunity to join strong and well established organization to work for and that is also enjoyable to work . I am very easy to work with and also work well with others. I adapt quickly and a fast learner i can multi task very well. i can get things done on my own and ask help when needed and hope to contribute on making thing faster and more efficient for everyone. I'm a very hard worker and would love to work for a team like yours ,  
Thank you for your consideration and valuable time.

## **EXPERIENCE**

**MAINTENANCE SUPERVISOR , EASTGATE AT GREYHAWK APARTMENTS, SUGAR HOUSE APARTMENTS BY URBANA AND ICON 9700 ; SANDY ,UT --- 2016 - PRESENT**

I have been working for Alliance Residential being a supervisor i have also been helping as a floater to help other sister properties. I have supervised for Eastgate at Greyhawk in layton and Sugar House by Urbana in Sugar House ,SLC. I am currently working at my property in sandy at Icon 9700. My duties involve making sure property is looking in top form also looking over any work on the properties that has been or is being working on i keep up a detailed job description of work that is being done or has been done with the properties. I also make sure i keep in budget with our monthly quotas as not to overspend on work , labor , and supplies. I also work on making make units to get them in move in ready conditions.

Icon 9700 : Stephanie page 833-274-4686(CURRENT)

Eastgate at Greyhawk : Amanda Forbes 801-440-5232

Sugar House by Urbana : Marlene Black 801-201-4928

**MAINTENANCE TECH , THE FORUM AT GRAND PRAIRIE ; GRAND PRAIRIE TX -2016-AUG 2016** HAVE BEEN AT THIS PROPERTY FOR ALMOST 2 MONTHS I AM THE ASSISTANT/ MAKE READY HERE I HELP THE SUPERVISOR WITH DAILY NEEDS AS HE SEES FIT BUT SPEND MOST OF MY TIME IN MAKE READY APARTMENTS WE DO FULL PAINT HERE IN HOUSE ALONG WITH THE GENERAL MAKE READY MY SUPERVISOR NAME IS EDGAR AND HIS NUMBER IS (469)222-7182 FEEL FREE TO CALL HIM

**MAINTENANCE SUPERVISOR, (VALLEY RIDGE APT IN IRVING, REMINGTON RANCH IN SA, THE MERIDIAN AND RUNDBERG WEST IN AUSTIN) —2012-2016**

supervised a maintenance group of 6 in a property of almost 400 units the property was almost 30 years old , i usually took care of the tickets along with my assistant and also hvac ,i walked units ordered supplies, scheduled vendors also preventive maintenance and made sure everyone was on time and finished their job correctly and also did renovations for apt upgrades. i took care of the boilers on property also. I would oversee overall work being done with my crew and assist in anything they need to get the job done correctly

I then transferred from irving property to san antonio i was working for the property called Remington Ranch i was the assistant there due to the position and my move i assisted the supervisor

with HVAC , running tickets, make ready units , grounds , also clean the pool, preventive and whatever else the supervisor or manager needed me to do.

In 2014 i transferred to Austin to a property called Meridian it was a new take over and i am currently the supervisor here we renovated the whole property oversaw most of the construction projects with the manager also started renovations inside the apartments and did most of them in house i'm also overseeing another property we just took over this year in jan. 2016 Rundberg West we are also renovating inside and out i have a crew of 3 including myself taking care of both properties. The last property i worked for is called the vanderbilt homes in fort worth Tx i was transferred from austin and i was a assistant tech here i performed all duties as described above in previous properties this was for the BH Management services,LLC i did lots of traveling with this company and enjoyed the many years i worked for them my regional for the austin and austin properties his name is mike santos his number is (210)313-9869 feel free to call him

VALLEY RIDGE APT 972-570-1814 - REMINGTON RANCH APT 210-495-0885 - MERIDIAN & RUNDBERG WEST APT 512-339-8411

**ASSISTANT MAINTENANCE , COFFEE CREEK APT; FORT WORTH, TX — 2010-2011**

Assist the supervisor in various task like running tickets, doing grounds, maintaining the exterior of the property making sure it's looking clean and made sure everything worked like security lights, gates, locks, also worked on HVAC , pressure washed and painted property also helped out with make ready units

OFFICE 817-346-2205

**MAINTENANCE SUPERVISOR, THE ARTS APT: NRH, TX — 2010-2012**

Supervising make ready units and overall projects on property, completing work orders, taking care of inventory every month and ordering supplies, installing A/C condenser and evaporators, fan blowers ,also recoiling and rewiring heaters , other task include rerouting drain for washers, installing tubs a tub surrounds, keeping up and maintain the property boilers, fixing and wiring flood light and porch lights, installing tile , installing cabinets , installing granite, reframing walls and installing drywall and texturing..... The company did almost everything in-house

MANAGER CHRISTINA GRANT 817-581-8260

**CABINET INSTALLER, KCI; GRAND PRAIRIE, TX — 2009-2010**

INSTALLING KITCHEN AND BATHROOMS CABINETS IN NEW APARTMENT BUILDINGS,

SUPERVISOR

HERARDO 214-868-6077

**2ND LEADMAN, M&M ENTERPRISES; BURLESON, TX — 2008-2009**

HOUSE REMODELING & JOB SUPERVISE, TILE, CARPENTRY, TAPING AND BEDDING, CABINETS, ELECTRICAL, PAINTING, PLUMBING, FRAMING, OWNER OF CO.

ERIC KING 817-727-634

**ASSEMBLY & LEAD INSTALLER, CRUZ CABINETS SHOP; FORT WORTH — 2006-2008**

MAKING CABINETS , LEAD INSTALLER , MEASURING OPENINGS FOR NEW CABINETS AND DOING LAYOUTS,  
SHOP 817-568-1379

## **EDUCATION**

Penn foster — electrician license , 2008

Mainstream engineering--- EPA license , 2009

Mainstream engineering--- preventive maintenance HVAC license, 2009

CPO Pool license

### **Skills**

I have experience in plumbing , electrical , tile , tape & bed , HVAC , finish carpentry , remodeling , flooring , painting , rehabs, framing. I also have supervisory skills and some computer skills i am eager and always looking for new things to learn

### **REFERRALS**

LETTY 512-709-1499

OSMIR 512-909-0304

HECTOR 210-837-5574

GORGE 817-962-7499

JESSE (806) 317-3471