

Donte Green

Looking for a full time career.

Rosedale, MD 21237

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Professional Summary

Seeking to gain employment with a company with room for growth.

Authorized to work in the US for any employer

Work Experience

Supervising Technician

Housing Authority of Baltimore City-Baltimore, MD

March 2020 to August 2024

- Engage in mentoring, including providing guidance or advisement concerning courses of action and strategies to maintenance staff.
- Prepare various reports on productivity and other maintenance activity operations and activities.
- Ensure staff follows applicable state and federal regulations and Housing Authority policies.
- Supervise maintenance technician / maintenance workers in all areas of maintenance including; carpentry, painting, metal work, plumbing, electrical work and other labor intensive maintenance services as required.
- Perform spot inspections of grounds and vacant unit conditions, review quality standards of maintenance as established by the Authority.
- Adhere to maintenance standards, federal, state, or local codes, and review operations to increase productivity and effect net cost reductions, and operations within the limits of authorized budgets.
- Assist with monitoring and inspecting the work of contractors providing related services to
- Execute performance evaluations. for subordinate in the review of performance evaluations for maintenance department in accordance with the Housing Authority standards.
- Maintain a routine work order average completion time of less than 30 days.
- Ensure emergency work orders are abated / completed within twenty-four (24) hours.
- Maintain a unit turnover average of less than 26 days
- Assist with preparation of required reports and documentation as required by Housing Authority and HUD policies and procedures.
- Receive, investigate, and respond to residents' complaints as required.
- Provide leadership and work with staff to develop and retain highly competent, customer service orientated staff through selection, training and day to day management practices to accomplish the agency's mission.
- Coordinate maintenance staff on-call and overtime processes.
- Establish and maintain effective working relationships with resident councils, residents, peers, subordinates, supervisors, vendors, and general public.
- Demonstrates courteous and cooperative behavior when interacting with clients, visitors, and HABC staff.
- Works in coordination with subcontractors for maintenance work as required. Inspects work completed by subcontractors.
- Completes appropriate work order documentation for all maintenance tasks.

- Performs other duties as assigned.

Maintenance Technician

Housing Authority of Baltimore City (HABC)-Baltimore, MD

June 2018 to March 2020

Independently performs a wide range of building repairs and maintenance functions in response to work orders submitted by tenants or Authority staff members. Completes all assigned work in a timely manner. Performs daily inspections of buildings to identify safety issues and hazards. Documents safety concerns in work orders submitted to the Assistant or Maintenance Manager or property management. Performs routine preventive maintenance to ensure that building systems operate efficiently and that the physical condition of the building does not deteriorate. Makes carpentry repairs to walls, ceilings, roofs, woodwork, floors, gutters and downspouts, doors and door locks, windows and window frames, cabinets, and doorbells. Replaces fixture if it cannot be repaired. Uses brushes, rollers and airless spray equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces, including wall and ceiling board, wood, metal, plaster, stucco, concrete, or brick. Repairs plaster, patches old plaster, and removes loose plaster in Authority housing units. Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches and fuses. Repairs or replaces plumbing fixtures and fittings, including but not limited to: showers, faucets, drains, sewer lines, toilets, sinks, water heaters, and water pumps. Digs ditches and holes to uncover leaks, and, once found, repairs leaks to pipes and valves. Reinforces, installs, or replaces lights, window and door screens, doorknobs, and dead bolt locks, mailboxes, and gutters. Repairs, adjusts, or replaces various appliances and equipment, including but not limited to: refrigerators, boiler systems, gas and electric stoves, furnaces, electric motors, vacuum cleaners, water heaters, smoke detectors, washers and dryers, air conditioners, and generators. Determines required repairs to mechanical equipment such as snow blowers, power mowers, hedge clippers, and other pieces generally used by the maintenance force. Assists in inspections of occupied and vacated housing units; repairs and paints units as needed. Ensures that vacant units are turned and made ready within the timeframe established by the Assistant or Maintenance Manager. Performs janitorial duties to ensure dwelling units, common areas, and public areas are clean and safe. Conducts daily inspections of HABC housing sites and grounds to identify needs; disseminates information among team members. Works in coordination with subcontractors for maintenance work as required. Inspects work completed by subcontractors as requested. Completes appropriate work order documentation for all maintenance tasks. Performs other duties as assigned. Behavioral Competencies This position requires the incumbent to exhibit the following behavioral skills: Job Knowledge: Exhibits requisite knowledge, skills and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility

Crew Leader

Tessemae's All Natural-Essex, MD

November 2017 to June 2018

Responsible for line set-up, product changeovers, package size changes and minor repairs and adjustments on line equipment. Operate processing, filling and packaging production line equipment. Performing quality inspections of products and packs, including but not limited to, visual checks of raw material, raw material consumption, caps, labels, date codes, weights, packaging and seals. Monitor work activities of line team to insure the effective operation of the production line to meet production needs, quality standards and help minimize downtime and practice waste control. Process required inventory control transactions using SAP and accurately complete all necessary paperwork. Perform allergen clean up and daily housekeeping duties in the work area.

Train employees on the operation of the line's equipment and Company processes.

Packaging

Pharmaceutics International Inc-Hunt Valley, MD

July 2017 to November 2017

Mark and label containers, container tags, or products, using marking tools. Measure, weigh, and count products and materials. Examine and inspect containers, materials, and products in order to ensure that packing specifications are met.

Cable Technician/Installer (Independent Contractor)

Comcast-Baltimore, MD

November 2015 to July 2017

Install, troubleshoot, repair cable, phone, internet, and security system.

Concrete Finisher/Laborer

Concrete Protection and Restoration-Baltimore, MD

April 2016 to November 2016

Structural Strengthening, Deteriorated Concrete Repairs, Post Tension Strand Repairs,Hydrodemolition, Crack Repairs, Structural Stabilization, Anchorage Repairs, Balcony & Facade Repairs, Masonry Repairs, CFRP Reinforcement, Precast Repairs.

Production Machine Operator

Mccormick Spice Company-Hunt Valley, MD

July 2013 to November 2015

Making product changeovers, Packaging size changes, and minor repairs and adjustments on equipment. Operating, processing, filling and packaging production line equipment. Performing consistent quality inspection of products and packs and pelletizer finished goods, all in a safe manner. Completing all related paperwork accurately. Using a computerized inventory management system to select orders and input data. Maintaining accurate inventories. Material Processor works cross functionally towards achieving business goals. Feeds product to production line. Transports raw material or packaging materials to specified areas for production use and return. Assists other departments as necessary when own area is complete. Completes and processes required paperwork according to company/departmental standards, includes: scanning and printing tickets with barcode equipment. Visually inspects material availability and verbally informs Team Manager and Crew Leader

of items needing replacement. Coordinates and communicates with line personnel, warehouse and team leader to ensure availability of all materials needed. Selects and checks products against daily production schedule and pick tally sheet. Sets up in sequence for each future run. Processes return of excess material according to department standards. Includes use of inventory management system (SAP) to adjust quantity in system to update inventory. Maintains work area by sweeping and mopping floors, removing debris, resolving unused or unneeded items, emptying trash containers, washing equipment, and/or other sanitation duties as required. Performs various duties such as catching, sealing, palletizing finished goods, or replacing pallets, depending on the department in which employed. Participates in failure analysis (PDCA, IRBs) when required for failures (including near miss and actual incidents). Participates in changeovers (depending on team needs).

Conducts weekly and annual physical inventory, as needed. Other duties as assigned

Batch Maker

Benjamin Moore-Baltimore, MD

January 2013 to July 2013

Follows all safety guidelines and rules; environmental and regulatory guidelines; uses all required safety equipment. Maintains quality and cleanliness of the work area and equipment. Follows batch formulation, as prescribed by Central Labs, and uses knowledge and skills to incorporate approved materials for proper dispersion. Approved materials may be accurately and efficiently added to dispersion task by uses of electronic gauges, valves, temperature controls, flow meters or other related equipment. Mixes the materials and performs quality controls checks for dispersion approval and transfer to the next step within the production process, using prescribed equipment. May use electronic information systems to control materials additions, check material inventory supplies, etc. Ensures all batches are properly and expeditiously transferred into scheduled tanks for thin-down. Batches are completed in accordance with Central Lab formulations, using the prescribed approved raw materials, thickeners, thinners, etc. Materials are accurately measured and delivered to assigned holding tanks, using electronic gauges, valves, transfer equipment, etc. May use electronic information systems to control materials additions to complete batches for final approval.

Roofer/Laborer

MBE Construction-Baltimore, MD

June 2010 to January 2013

Install, repair, demolish, re-construct commercial and residential roofs.

K-mart Home Appliances Manager

Baltimore, MD

August 2007 to September 2008

21206

Managed and trained department. Ensured that paperwork to send employee's to training was filled out correctly and turned-in in a timely manner. Composed a daily training schedule outline for submission to the HA District Trainer. Wrote several store level operations while using Microsoft Word. Interacted with customers daily providing customer service.

Squad Leader

U.S. Army, Camp Casey

December 2002 to July 2007

South Korea

Supervised and trained a nine man squad. Operated and maintained military vehicles and weapons systems.

Accountable for five million dollars worth of equipment. Trained all soldiers in the squad in infantry tactics and in the use of multiple integrated laser equipment system M.I.L.E.S. Conducted pre-marksmanship instruction to all soldiers prior to firing on all types of weapons and ranges. Qualified expert on all assigned weapons systems.

Team Leader

U.S. Army, Camp Casey

December 2002 to July 2007

South Korea

Trained, lead, and counseled a nine man squad. Conducted numerous training, and live fire exercises, often with the aid of night vision devices and multiple integrated laser equipment system M.I.L.E.S. Executed patrols requiring rapid and decisive decision making in the use and deployment of personnel and weapons systems. Ensured all soldiers in the team were trained on assigned weapons system.

Customer Service and Collection

MBNA-Hunt Valley, MD

January 2000 to March 2002

21031

Responsible for locating and notifying customers of delinquent accounts, usually by phone but sometimes by letter. High percentage of payment secured and compromises offered where customers are in financial jeopardy. Implemented new collections procedures to reduce overdue accounts by 3%. Documented and maintained accurate and pertinent information on customer accounts. Resolved conflict, investigated disputed amounts or discrepancies, calculated and issued associated adjustments. Processed payments and/or deposits on treatable accounts and reconciles accounts, documents related to insolvency, bankruptcy, receivership. Compiled and presented collections related reports to management.

Education

High school or equivalent in General Education

Maryland military youth corps. - Aberdeen, MD

July 2000 to December 2001

Skills

- Forklift Operator (8 years)
- Management (5 years)

- Security System Experience
- High Availability
- Concrete Finishing
- Sales
- Air brake
- Mechanical knowledge

Military Service

Branch: Army

Service Country: United States

Rank: E-4

April 2002 to July 2007

Worked side by side with D.O.D Jim Terrell as a mechanic on the AGT 1500 M1A1/M1A2 ENGINE. Ability to troubleshoot and diagnose engine problems Trained team members on Auxiliary Gearbox (AGB) and Reduction Gearbox (RGB).

Additional Information

One year and seven months as a independent contractor for comcast cable company. Seven months as a Concrete Technician for (CPR) Concrete Protection & Restoration, Two years and 4 months as a McCormick Recipe Mix Production Machine Operator Technician/ Forklift Material Processor. Three years experience Roofing Construction. Two years of experience in customer service and collection. One year of experience as the Home Appliances Manger. Five years of experience in the U.S. Army as an Mechanic. Experienced with computers with knowledge in Microsoft Word.