

Gonzalo Carrión

15 Freedom Way #29 • Niantic, CT 06357 • (860) 691-8911 • (860) 510-2154 goncm@hotmail.com

Objective

Use my knowledge and expertise in internal and state regulations to ensure all facilities are safely maintained, clean, organized and well presented with ambition and ability to expand work space.

Experience

Vista Vocational & Life Skills Center, Inc, Westbrook, CT
Facilities Manager

2001 – 2011

- Prioritize workload; follow-up on assignments, perform quality maintenance and services in a cost-effective manner, purchase operation supplies and approve invoices
- Ensure inspections are completed as mandated by state, local and company standards
- Prepare bids for approval by Executive Director
- Collaborate with vendors and contractors to expedite projects
- Inspect projects for final payments
- Prioritize the safety of students/members and staff
- Supervise, train, & motivate staff on safety and emergency response systems. Revise, maintain, update and create Emergency Response Policies and Procedures Manual
- Create policies and procedures for the facilities on safety, systems, trainings, and plans
- Partnership with DFA on facilities capital budget and facilities annual budget. Prepare long term facilities plan
- Develop an evacuation plan for all facilities according to ADA & DDS regulations, establish and preserve a solid affiliation with local fire marshal and emergency personal
- Maintain facilities, fire equipment, and systems to support compliance and inspects
- Supervise and implement fire drills according to OSHA, DDS and local regulations
- Make certain documentation fulfils company accreditation process

Vista Vocational & Life Skills Center, Inc, Westbrook, CT
Computer Trainer

2000 – 2001

- Prepared lesson plans
- Taught beginner to advanced computer classes, including Microsoft Office and Internet
- Presented projects and exhibitions
- Maintained records and documentation on student progress

Computer Skills

- Microsoft Office (Word, Excel, Publisher, Power Point, Front Page), Internet research
- Acrobat Reader and Creator
- Macromedia (Dreamweaver, Flash); Adobe (Photoshop, Illustrator, Premier)
- Software and hardware installation

Language Skills

- Fluent English, Native Spanish

Education

- Middlesex Community College, Middletown, CT
Associates Degree *Multimedia Web Design*
- University of Hartford, Hartford, CT
Multimedia
- Three Rivers Community Technical College, Norwich, CT
Liberal Arts & Sciences

- **SECAP**, Quito, Ecuador
Certificate E-commerce and Services
- **Universidad Central Del Ecuador**, Quito, Ecuador
Social Communication & Pre-Law

Training

- **Leadership**, Madison, CT Sept. 2011
- **Green Initiatives**, Westbrook CT Jan. 2010
- **CPI**, Madison, CT Feb. 2010
- **Conflict Resolution**, Westbrook, CT May 2010
- **Energy Conservation**, Madison CT Jan. 2009
- **Conducting Effective Performance Reviews**, Madison, CT Sept. 2006 – Sept. 2009
- **Workers Comp**, Madison, CT Aug. 2006 –Dec. 2007
- **Team Building**, Madison, CT Aug. 2007
- **Sexual Harassment**, Hartford, CT Jan. 2006
- **Emergency Preparedness**, Meriden, CT March 2005
- **Emergency Plan**, Madison, CT May 2004

Other Skills

Interpersonal: Strong interpersonal, organizational, and problem-solving skills