**Gonzalo Carrión**

*15 Freedom Way #29 • Niantic, CT 06357 • (860) 691-8911 • (860) 510-2154* [*goncm@hotmail.com*](mailto: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 2001 – 2011

***Facilities Manager***

* 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 2000 – 2001

***Computer Trainer***

* 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