

# Joshua Brooks

## ASSISTANT SERVICE MANAGER - BOZZUTO MANAGEMENT COMPANY

Havertown, PA - Email me on Indeed: [indeed.com/r/Joshua-Brooks/c940ce6a8f42e42b](https://indeed.com/r/Joshua-Brooks/c940ce6a8f42e42b)

Seeking a career position with a solid progressive company, where initiative and personal skills will allow for career growth.

### WORK EXPERIENCE

#### ASSISTANT SERVICE MANAGER

BOZZUTO MANAGEMENT COMPANY - Glen Mills, PA - December 2010 to Present

Responding and completing residential service requests.

Resolving maintenance issues in the area of HVAC, electrical, plumbing and appliance repair.

Preparing vacant apartments for market ready status through turn-over repairs and improvements.

Preventative maintenance and repair on HVAC and other mechanical systems.

Snow removal, cleaning and maintenance of grounds, including common areas.

Providing residents with outstanding customer service.

#### Building Operating Engineer

Thomas Properties Group Real Estate - Conshohocken, PA - November 2007 to October 2010

Trouble shooting heating & air conditioning equipment, electrical lighting and receptacle circuits, dry wall installation and repair, painting, wallpapering, repair and replacement of hydraulic door closers, installation of drop ceiling tiles, basic

plumbing, basic carpentry skills, tile work. Good life safety system operation & EMS skills.

#### Engineer II

Double Tree Guest Suites - Plymouth Meeting, PA - February 2003 to November 2007

19462

Phone: 610-834-8300

#### Maintenance Technician

Church Lane Senior Care - Broomall, PA - November 2002 to February 2003

19008

No Longer in Operation

Title: General Maintenance Aide

#### Chateau Senior Care

Railroad Road - Bryn Mawr, PA - June 2002 to November 2002

19010

No Longer in Operation

Title: General Maintenance Aide

Referrals available upon request

## EDUCATION

### **Certification**

DCCC, HVAC

October 2007

Downingtown High School

1995