

Alexander Segura

Maintenance Director

Colchester, VT 05446

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Organized and task-driven Management and Business Professional with experience supervising and managing employees. Strong track record of working in a thoughtful and adaptable manner with an eye for correcting and streamlining inefficiencies in the maintenance field.

- Excellent planning and problem-solving skills, with the ability to manage projects with limited resources. Extremely detail oriented with experience using multiple office products and software systems including: Microsoft Office: Excel, Word, PowerPoint, Outlook, Access, Windows, Apple, synergy software, and wireless networks.

- Highly developed research, analytical and communication skills with the ability to work with the public, employees and business leaders of varying backgrounds.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Maintenance Director

The Residence at Shelburne Bay - 2015-10 - 2017-09

- Reduced unexpected large expenditures and improved month-end closing.
- Produced dramatic improvements while directing operations for installation and service provisions for facility infrastructure systems
- Analyze, forecast, and budgeting strategies plan each month with outside vendors
- Developed projects and plans in short, long term.
- Be available as needed for emergency repairs, equipment monitoring, or special needs that fall outside of normal working hours.
- Control, Orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations.
- Re-structure department to increase reliability and availability.
- Responsible for maintaining 191 apartments.
- Troubleshooting and repair commercial kitchen equipment, along with commercial mechanical machines: (Boilers, HVAC, Chillers, Heating exchange, Heating Loop, Generators, Gas, Electrical and Plumbing).
- Implement safety policies and procedures with each department.
- Train all associates with OSHA, SDS, hazard communication, Tag out, Fire drills.
- Responsible to manage and track the safety community.

Engineering Supervisor

Sheraton Burlington Hotel & Conference Center - 2006-10 - 2015-10

EDUCATION

BA in Human Resources

University of Vermont - Burlington, VT

2012-05

B.S. in Personnel & Information Technology

National University of Saint Agustin - Arequipa, PE
2005-12

Computer Managment in Computer

CCV - Winooski, VT
2016-08

SKILLS

CompTIA, GMAW, HVAC, training

ADDITIONAL INFORMATION

RELATED SKILLS/AWARDS

- Fluent in English, Spanish and currently learning Portuguese
- Getting credential with CompTIA A+ (computer knowledge)
- Licensed in operating natural gas
- Licensed in HVAC,
- Licensed GTAW/GMAW
- Licensed with Finish Fine Furniture.
- Assisted Secret Service during president Obama's visit to Burlington and received Certification from the White House for the support and outstanding manner in helping the President during his visit in March of 2012.
- Conducted training seminars to the employees with synergy system.
- Supporting nurses, and employees with PCC (Point click care, which is a website that tracks every data for each resident: food, medicine, etc.)