**HANDYMAN RESUME**

74 Tubman Avenue

Independence, MO 64050

(816) 047-1701

youremail@email.com

*Skillful Handyman with 10+ years of experience conducting repairs and maintenance work in residential homes, apartment complexes, and offices. Offer solid expertise in plumbing, masonry, painting, carpentry, electrical systems, and HVAC systems.*

# Professional Experience

## RIVERSIDE APARTMENT COMPLEX, Independence, MO

## Handyman, September 2014–present

* Coordinate a variety of light carpentry, plumbing, electrical, and maintenance tasks for buildings and grounds consisting of 90+ unit apartment complex
* Analyze, troubleshoot, and fix highly complex issues 15% faster than the previous handyman/maintenance staff
* Realize significant cost savings worth $15,000 per year by finding contractors and vendors and negotiating contracts
* Function according to residents’ schedule/requirements and get 40+ thank you letters per year from residents based on exceptional services
* Carry out standard repairs and maintenance tasks on various pieces of equipment associated with buildings, grounds, fixtures, machinery, and lighting

## BRICKTOWN MULTIPLEX CENTER, Kansas City, MO

## Handyman, June 2010–August 2014

* Conducted multiple repair, maintenance, and equipment installation jobs in 47 unit apartment complex
* Handled various construction tasks, which include painting, decoration, taping and jointing in occupied and empty properties with a durable and quality finish
* Procured equipment and materials for construction project, saving $10,000 annually
* Obtained positive comments from 96% of residents and managers for excellent services
* Routinely checked fixtures, air conditioning, electrical, and piping/plumbing systems for defects and prepared reports of completed and pending work

# Education

## JOHNSON COUNTY COMMUNITY COLLEGE, Overland Park, KS

*AS General Services, May 2010*

* Honors: *cum laude* (GPA: 3.6/4.0)

# Additional Skills

* Proficient in Microsoft Office (Word, Excel, and PowerPoint) and Outlook
* Bilingual, fluent in Spanish and English

Dear Job Seeker,

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a cover letter.**

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)