

MINORSE BLAKE

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*Hardworking, enthusiast, tenacious professional with exceptional interpersonal skills
An experienced building superintendent with solid experience in multi-family complexes*

SUMMARY OF QUALIFICATIONS

- ✚ Three years of successful experience as superintendent of a four-building complex
- ✚ Exceptionally broad range of handyman skills
- ✚ Quick learner who rapidly becomes familiar with new types of hardware and equipment
- ✚ Strong sense of public relations on behalf of building management
- ✚ Friendly, outgoing personality
- ✚ Take pride in quality of work
- ✚ Effective problem solver. Go out my way to meet tenants' needs
- ✚ Excellent work history as regards work ethic, dependability and willingness to go extra mile

PROFESSIONAL EXPERIENCE

Power Furniture, Portland, OR

Carpentry Supervisor

04/05 – 02/06

- Finish Carpenter for apartment renovation project.
- Cut, coped and successfully installed crown moldings on difficult, slanted walls.
- Accurately and carefully hung doors. Worked quickly and yet more effectively than team of two others.
- Put extra time to complete job on schedule and within budget.
- Noted for keeping work areas clean and well organized.

Abs Management Co., Salem, OR

Superintendent of two-building, 84-apartment complex

06/96 - 01/05

- Effectively managed all general maintenance, including cabinet installation, roof repairs, plumbing, plastering, electrical work, ceramics and floor tiling, electric garage doors, and operation and maintenance of Ray 200-hp oil boiler.
- Noted for prompt, neat and careful work.
- Demonstrated excellent customer service orientation towards tenants to uphold company's image.
- Suggested changes to save money, such as more efficient boiler motor

EDUCATION

Georgetown College,
Associates' Degree, 1995

SPECIAL SKILLS

Cabinet • Micronized Roof Installation • Read Blueprints