



# Farah Sutton

## Handyman

Experienced in plumbing, electrical, drywall repair, and general carpentry across commercial and medical office facilities, with an OSHA 10-Hour Construction course completion card and strong CMMS software proficiency. Raised on-time completion rates from 85% to 97.78% across 4 office buildings by prioritizing tasks each morning and pre-staging hand tools and materials at each site, while cutting material waste by \$2,170 per quarter through precise measurement and ordering practices.

## PROFESSIONAL EXPERIENCE

### HANDYMAN

FERGUS COUNTY OFFICE CAMPUS, LEWISTOWN, MT | 2023 – PRESENT

- Raised CMMS compliance rate from 83% to 97.32% by logging labor hours, parts used, and completion notes in CMMS software within 20 minutes of closing each work order.
- Improved on-time completion rate from 85% to 97.78% across 4 office buildings by prioritizing tasks each morning and pre-staging hand tools and materials at each site.
- Cut material waste by \$2,170 per quarter by recording exact measurements before ordering lumber, drywall, and pipe fittings, reducing over-purchase returns by 14 orders per month.
- Installed and repaired wiring, light fixtures, and outlet assemblies using an electrical tester to verify circuits before and after each task, following lockout/tagout procedures.

### MAINTENANCE HANDYMAN

ARROW CREEK MEDICAL OFFICE GROUP, LEWISTOWN, MT | 2021 – 2023

- Logged all repair activities in CMMS software with a 97.33% compliance rate, documenting parts costs and time spent for a portfolio of 3 medical office suites.
- Finished 89.7% of non-emergency work orders by the requested deadline, averaging 7 tasks per day across plumbing, electrical, and general carpentry categories.
- Reduced material waste spending from \$1,860 to \$1,430 per month by standardizing cut lists for drywall patches and consolidating supplier orders weekly.
- Adjusted functional parts of cafeteria conveyor equipment and laundry dryer components using levels and precision measuring instruments, keeping downtime under 45 minutes per repair.

### MAINTENANCE HELPER

SPRING CREEK STORAGE AND RETAIL CENTER, STANFORD, MT | 2020 – 2021

- Assisted lead technicians with plumbing snake clearing, pipe fitting, and fixture replacement across 11 retail bays, completing assigned tasks in an average of 2.4 hours each.
- Entered work order details into CMMS software daily, reaching a 97.34% data accuracy rate verified during monthly audits.
- Reduced scrap lumber and surplus hardware waste by sorting reusable materials into labeled bins, saving an estimated \$740 over 9 months.

## EDUCATION

### AAS in Electrical Technology

Flathead Valley Community College, Kalispell, MT | 2018 – 2020



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## KEY SKILLS

- CMMS software
- Electrical tester
- Plumbing snake
- Lockout/tagout procedures
- Fall-protection procedures
- Hand tools
- Power drill
- Precision measuring instruments
- Drywall repair
- Microsoft Outlook

## CERTIFICATIONS

- OSHA 10-Hour Construction, OSHA Outreach Training Program, through OSHA-authorized trainers, 2021

