

Neil Umar

Handyman Helper

Entry-level building maintenance professional with 2 years of experience completing an average of 53 work orders per month covering drywall patching, fixture swaps, and minor plumbing repairs. Skilled in tracking \$1,590 in monthly parts spending by recording type, labor time, and cost of every repair across multiple buildings.

CONTACT INFORMATION



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Sedalia, MO 12345

KEY SKILLS

- Hand tools
- Power drill
- Electrical tester
- Lockout/tagout procedures
- OSHA compliance
- Plumbing snake
- Ladder safety
- Microsoft Word
- Drywall repair
- Equipment diagnostics

PROFESSIONAL EXPERIENCE

2025 - Present

Handyman Helper, Blackwater Bend Property Services, Sedalia, MO

- Maintained a tool inventory with only 1 loss incident over the past 12 months by conducting end-of-day counts and tagging each item with a location code.
- Completed an average of 53 work orders per month covering drywall patching, fixture swaps, and minor plumbing repairs under lead technician direction.
- Reduced callback service calls from 7 to 2 per quarter by double-checking each repair against the original work order before signing off.
- Recorded type, labor time, and cost of every repair in a shared spreadsheet, tracking \$1,590 in monthly parts spending across 4 buildings.

2024 - 2025

Maintenance Assistant, Pomme de Terre Facilities Group, Warsaw, MO

- Assisted senior technicians with 41 work orders per month, hauling materials, staging hand tools and power tools, and cleaning work areas after each task.
- Inspected HVAC fan belts, door hardware, and plumbing fixtures on a biweekly cycle, flagging 9 equipment issues before they became tenant complaints.
- Logged all completed repairs and parts costs in Microsoft Word within 30 minutes of task completion, keeping records current for weekly supervisor reviews.

EDUCATION

AAS, Construction Management Technology

State Fair Community College, Sedalia, MO | 2022 - 2024