



Nolan Dalton

Facilities Coordinator

Facilities coordinator with 3 years of experience managing maintenance, repairs, and capital projects across commercial and office properties totaling 112,000 square feet. Reduced average work order response time from 9.2 hours to 3.7 hours across 7 buildings by restructuring intake and triaging requests in CMMS, and delivered a \$158,700 lobby renovation 4 days ahead of the contractor deadline.



Meadville, PA 12345



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KEY SKILLS

- CMMS
- Microsoft Excel
- HVAC Troubleshooting
- OSHA Regulations
- Work Order Triage
- Electrical Systems Repair
- Fire Safety Codes
- ADA Compliance
- Preventive Maintenance Scheduling
- SharePoint

PROFESSIONAL EXPERIENCE

FACILITIES COORDINATOR | CONEWANGO CREEK PROPERTY GROUP, MEADVILLE, PA 2024 – PRESENT

- Reduced average work order response time from 9.2 hours to 3.7 hours across 7 buildings by restructuring the intake queue and triaging requests in CMMS each morning.
- Coordinate maintenance and repair of HVAC, plumbing, and electrical systems for 7 commercial and office properties totaling 112,000 square feet.
- Managed a \$158,700 lobby renovation project from bid review through punch-list closeout, delivering final inspections 4 days ahead of the contractor deadline.
- Conducted quarterly fire safety and security procedure classes for 23 on-site staff members, standardizing lockout/tagout steps and emergency evacuation routes.
- Investigated and resolved 6 after-hours security breaches in 14 months by reviewing access-control logs and updating badge permissions within 48 hours of each incident.

FACILITIES ASSISTANT | OIL CREEK OFFICE PARTNERS, TITUSVILLE, PA 2023 – 2024

- Performed hands-on electrical, plumbing, and mechanical repairs across 4 office buildings, logging an average of 26 work orders per week in CMMS.
- Supported a \$79,400 parking lot resurfacing project by coordinating material deliveries, lane closures, and contractor schedules over a 3-week timeline.
- Maintained preventive maintenance schedules for rooftop HVAC units, boilers, and elevator systems, keeping average response time for urgent requests under 4.1 hours.

EDUCATION

- AAS in HVAC Technology
Pennsylvania College of Technology, Williamsport, PA | 2021 – 2023