**Office Building Administrator Resume Template**

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**Objective**

A building administrator position in a large busy metropolitan building or to work in a team handling the administration of multilevel condominium residential building.

**Summary of Qualification**

* Good  writing and communication skills
* Excellent coordination, diplomatic, interpersonal and social skills
* More than 6 years experience in administering to the needs of a medium sized public building in the metro

**Career Experience/Job History**

**2004 – Present: Building Administrator, New York City Hall**

* Provide consistent and dependable first level support for basic electrical, plumbing, sewage, voice and structured data networking systems of the building through proper coordination with 3rd party providers.
* Ensure that building maintenance crew and janitorial services are always on all during office hours.
* Coordinate with security agency and NYPD with security procedures and issues.
* Ensure proper compliance with building safety and emergency regulations.
* Ensure that building office interiors are properly maintained.
* Ensure that building windows and public places are regularly cleaned.
* Secure and perform periodic reviews of 3rd party services in the maintenance of building facilities.

**Education**

2002 – 2004:  Bachelor of Science in Civil Engineering (undergraduate), **DeVry** University, Nashville

**Professional reference will be furnished upon request**