

# Carla Ruiz

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Denver, CO

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*Adept maintenance mechanic with 11+ years of maintenance experience. I'm hoping for an opportunity to advance my troubleshooting skills by providing gym equipment and sauna maintenance services for Athletic Club Northeast.*

## WORK EXPERIENCE

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### Tiffany and Company - Maintenance Mechanic

2013 - current

Denver, CO

- Troubleshoot building issues, including HVAC, plumbing, and other equipment repairs within 30 minutes of request
- Oversaw mechanical, electrical, and plumbing operations, saving Tiffany and Company \$500K+ in upkeep costs
- Organized safety training meetings every 6 months, reducing the incidence of on-site injury by 80%
- Conducted inspections to ensure all operations were compliant with codes and company policies
- Collaborated with 20+ contracted workers and vendors to maintain streamlined operations

### Cushman - Maintenance Mechanic

2009 - 2013

Denver, CO

- Ensured 30+ complex machines operated effectively
- Provided emergency repair services when machines broke, resulting in 18% reductions in down time
- Ordered, constructed, inspected, and maintained all machinery, saving \$100K+ in specialist work
- Generated software system to log routine maintenance needs, saving 6+ hours/week searching for paperwork

### Reb Lobster - Server

2005 - 2009

Denver, CO

- Volunteered by helping colleagues during peak hours, taking customer orders and bringing out dishes, employee turnover by 19%
- Awarded employee of the quarter in Q2 2009 by focusing on delivering exceptional experiences to diners
- Surpassed sales targets by 8% by up-selling appetizers and drinks and cross-selling sides
- Mentored 5 junior servers on best practices and regularly provided feedback to improve customer satisfaction
- Collaborated with management team to re-structure menu to promote food items with the highest margin, resulting in an increase in sales of 25%

## EDUCATION

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### Byers High School - High school diploma

2001 - 2005

Denver, CO

## SKILLS

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Collaboration; Power Tools; Organization; General Repair; Diagnostics