
DEVON OWENS

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Summary

Dynamic professional with extensive experience in maintenance and repair at Garfield Terrace Apartments. Demonstrated expertise in project management and problem-solving, ensuring timely task completion. Recognized for exceptional customer service and effective team collaboration, enhancing operational efficiency and satisfaction.

Skills

- Time management
- Team collaboration
- Problem solving
- Project management
- Communication skills
- Customer service
- Attention to detail
- Adaptability and flexibility
- Painting and finishing
- Maintenance and repair
- Policy enforcement
- Scheduling and planning
- Coaching and mentoring
- Negotiation
- Strategic thinking
- Team motivation
- Team building

Experience

● 07/2019 - Current
Garfield Terrace
Apartments
Indianapolis, IN

Contractor

- Assisted with painting projects both inside and outside the facility.
- Responded quickly to emergency situations involving damage caused by storms or other natural disasters.
- Conducted regular inspections of electrical systems to identify potential problems.
- Assisted with installation of new equipment when necessary.
- Inspected building interiors and exteriors for needed repairs or replacements.
- Performed routine maintenance and repair of buildings, grounds, and equipment.
- Provided support to other crew members during large-scale maintenance tasks.
- Coordinated with contractors to ensure timely completion of repairs or renovations.
- Provided guidance and training to new team members as needed in order to meet performance goals.
- Responded quickly to emergency situations involving tenants or properties.
- Conducted regular inspections of properties to identify any potential maintenance or repair issues.
- Assisted with the preparation of rental agreements, lease renewals and other documents related to property management.
- Maintained positive relationships with tenants by responding promptly to inquiries and requests.
- Responded to tenant maintenance requests according to agreed conditions for building functionality.
- Exercised direct supervision over property staff.
- Met with prospective tenants to show property and assess applications or sign leases.

03/2018 - 04/2019

Jaggers Restaurant
Fishers, IN

Cashier

- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Worked effectively in team environments to make the workplace more productive.
- Recognized by management for providing exceptional customer service.
- Identified needs of customers promptly and efficiently.
- Managed time effectively to ensure tasks were completed on schedule and deadlines were met.
- Completed routine maintenance and repair.
- Balanced cash register at end of shift according to established procedures.
- Monitored dining room activity to ensure all guests were receiving optimal service.
- Informed kitchen staff of any special orders or dietary restrictions.
- Verified accuracy of orders before delivering them to customers' tables.
- Resolved customer complaints in a professional manner while maintaining a positive attitude towards guests.
- Ensured that food was served promptly after being prepared by the kitchen staff.
- Restocked condiments, silverware, napkins, tablecloths. as needed.
- Maintained cleanliness standards in the dining area, including wiping down tables and chairs in between guests.
- Performed opening and closing duties such as restocking supplies and cleaning work areas.

05/2018 - 08/2018

CoreLife Eatery
Indianapolis, IN

Starter

- Worked effectively in team environments to make the workplace more productive.
- Warmly greeted visitors to promote great customer service and positive ordering experience.
- Demonstrated strong communication skills when interacting with customers and coworkers.
- Adhered to health regulations regarding food handling and sanitation standards.
- Offered suggestions for additional items that would complement customer's order selections.
- Maintained records such as inventory levels or sales figures.
- Rotated product on shelves to ensure freshness.
- Maintained cleanliness of the deli area and equipment.
- Organized ingredients and restocked supplies to prepare for busy periods.
- Informed customers of specials to increase profits.
- Restocked napkins, condiments and utensils at self-service areas during slow periods.

Education and Training

12/2019

Fishers

High School Diploma

Fishers High School

Activities and Honors

- I have 2 fur babies named Bia and Boss.
- I love travelling out in nature and exploring with my dogs, friends, and family.

References

References available upon request.