

Xavion Owens

Maintenance assistant with a strong record of enhancing operational efficiency at Garfield Terrace Apartments. Skilled in tool operation and detail-oriented problem-solving, effectively addressing maintenance concerns. Proven ability to collaborate within teams while upholding high safety and sanitation standards

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EXPERIENCE

Garfield Terrace Apartments- Indianapolis, IN — *Maintenance Assistant*

MAY 2017 - PRESENT

Inspected building interiors and exteriors, identifying necessary repairs and replacements.

Supported crew members during large-scale maintenance tasks to ensure efficiency.

Installed new locks on doors as per management requests.

Delivered technical support to crew members as needed for task completion.

Repaired minor plumbing issues, including clogged drains and leaking faucets.

Operated diverse hand and power tools safely to maintain operational standards

Gordon's Ice Cream Parlor- Indianapolis, IN — *Food Handler*

JULY 2022 - MARCH 2023

Stocked food items, beverages, and paper goods to ensure availability.

Operated kitchen equipment, including slicers, mixers, grinders, and blenders efficiently.

Adhered to health and safety standards for proper food handling methods.

Transported large quantities of prepared foods between kitchen areas safely.

EDUCATION

Purdue University, West Lafayette — *MBA Special Education K-12*

AUG 2024 - MAY 2028 ~ Currently Enrolled

SKILLS

Team collaboration,
Conflict resolution,
Effective communication,
Special education expertise, Cleaning and sanitizing, Grounds maintenance, Tool operation, Attention to detail, Adaptability and flexibility, Physical strength and stamina

ACCOMPLISHMENTS

Attended Worlds for FRC Robotics; advanced to semi-finals. Assisted in prototyping, 3-D design, and manufacturing of the robot.

Employed as a teachers aid at Harrison High School. Lesson planned for three Earth And Science classes and shadowed the Special Education teacher for three separate classes.

