

LUIS RIVERA

3821 Nautilus Ave
Brooklyn NY, 11224
Riveraluis87@gmail.com
(929)444-2024

EXPERIENCE

HANDYMAN

Warren Street Condominiums

November 2016 - Present

- Comprehensive knowledge of cleaning and sanitation within residential building
- Repair equipment and appliances within the units
- Experience with hardware tools and electrical equipment
- Efficiently completed work orders and conducted preventative maintenance
- Prioritize work load to meet all deadlines and ensure excellent service
- Follow and maintain all policies and Standard Operational Procedures
- Follow and maintain procedures and systems related to fire and safety for residential building
- Repair and install hot and cold-water lines
- Clean drains and plumbing fixtures
- Measured, cut, assembled and installed cooper pipes
- Maintenance on AC Units, filters and belts
- Troubleshoot all major appliances
- Maintain and upkeep of aesthetics in residential building

CONCIERGE

Warren Street Condominiums

June 2009- November 2016

- Proactively involved with accommodations of all tenants
- Monitored all incoming and outgoing FedEx, UPS, and USPS deliveries
- Provided impeccable customer service by greeting tenants and responding with positive attitude
- Anticipated the needs and resolved tenant related issues
- Built and maintained professional relationships with all tenants
- Complete knowledge of residential building operations
- Monitor, prevent and detect unauthorized entry in residential building

EDUCATION

NYC FIRE DEPARTMENT

- CERTIFICATE OF FITNESS S95

FEBRUARY 2018

32BJ THOMAS SHORTMAN TRAINING

- BLUE PRINT READING
- BASIC PRINCIPLES OF ELECTRICITY

OCTOBER 2017

SEPTEMBER 2017