

William F. COOK, Jr.

Operating Engineer

19307 Anna Kate Ct. • Pflugerville, TX 78660

Home: (512) 721-5096 Cell: (512) 828-2814

Email: c1b2ks@suddenlink.net

AREAS OF EXPERTISE

- ◆ *Preventive Maintenance on HVAC*
- ◆ *Repair Plumbing and Light Electrical*
- ◆ *Multi Tenant Customer Service Relations*
- ◆ *Building Access & Key Control*
- ◆ *Ability to Manage Contractors*
- ◆ *Pneumatic Controls*
- ◆ *Carpentry*
- ◆ *Excel, Word, E-mail & Work Order System*

PROFESSIONAL BACKGROUND

- 01/08 ~ Mobilized to Active Duty with Army Reserve Unit in support of Operation Iraqi Freedom.
Present
- 05/03 ~ ENDEAVOR REAL ESTATE GROUP, Austin, TX – ***Operating Engineer***
Present Was the on-site Facilities Engineer for two multi-tenancy buildings for a major property management company. Responsibilities included all aspects of building maintenance for over twenty tenant companies. Conducted daily operational checks of HVAC and building systems as well as performed monthly preventative maintenance. Coordinated annual state inspections for fire system and elevator operating permits. Updated and maintained computer database for building access control system. Developed and maintained key inventory and proper building security access for over 500 employees.
- 04/01 ~ ALVESTA CORPORATION, Sunnyvale, CA - ***Facilities Maintenance Coordinator***
12/02 Responsibilities included all maintenance and repairs for two buildings which consisted of establishing and maintaining maintenance contracts for outside contractors, developing security and loss prevention programs. Additional responsibilities included supervising the shipping & receiving and reception employees, assembling cubical and modular furniture as well as repairing facility plumbing, air-conditioning systems, and light electrical work. Also assisted in all aspects of facility closure and disposal of company assets due to economic downturn.
- 04/98 ~ LUCENT TECHNOLOGIES; Milpitas/San Jose, CA - ***Facilities Maintenance Coordinator***
04/01 Member of operations group responsible for generating repair work orders and coordinating contractors. Responsibilities included assigning work to employees and outside contractors, conducting and documenting monthly safety and facility inspections, purchasing operations and facility equipment, creating and maintaining MSDS records, and maintaining phone equipment. Also assisted in coordinating the construction of a new facility, allocating office space, and creating an asset control system. Established and maintained a key control system for the building.
- 09/85 ~ CONVERGENT/UNISYS; San Jose, CA - ***Facilities Maintenance Mechanic***
04/98 Member of facilities maintenance department responsible for repairs and preventive maintenance on buildings, facility/assembly equipment and air-conditioning systems. Responsibilities include troubleshooting and repairing facility plumbing, pneumatic, conveyor and air-conditioning systems. Additional responsibilities include coordinating sub-contractors' service calls and maintaining spare parts supply. Skills used include plumbing, mechanical, light electrical and carpentry.

EDUCATION, TRAINING & AFFILIATIONS

AUSTIN ASSOCIATION of FACILITIES & MAINTENANCE ENGINEERS (AAFAME)

- ◆ Member in good standing since 2003

SAN JOSE CITY COLLEGE, SAN JOSE, CA

- ◆ Attended classes in Air Conditioning and Refrigeration Technology

DE ANZA COLLEGE, CUPERTINO, CA

- ◆ Received Certificate of Completion in Private Security