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|  |  | JORDAN ELLIS |
| 💼 Profile Proactive maintenance professional with a knack for innovative solutions and a drive to ensure optimal equipment functionality and efficiency. Contact 📍 Seattle, WA  PHONE:  📞 (123) 456-7891  WEBSITE:  🔗 www.personal-website.com  EMAIL:  📧 jordanellis@email.com Hobbies (Optional) Investing/Trading  Volunteering  Puzzle Solving |  | 🎓 EDUCATION **University of Seattle**  20XX – 20XX  Bachelor in Technology  [It’s okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.] 📊 WORK EXPERIENCEMaintenance Guru | MNO Services Oct. 20XX – Present  • Drove innovative maintenance protocols, such as digital tracking systems, to enhance workflow efficiency.  • Engaged with customers effectively to resolve queries and ensure a satisfying service experience. Technical Specialist | UVW Solutions Feb. 20XX – Dec. 20XX  • Cultivated strong relationships with customers and vendors, facilitating a smooth operational flow. 🏆 Certifications & SKILLS  * 🏢 Building Operator Certification (BOC) * 🛗 Certified Elevator Technician (CET) * ⏰ Exceptional Time Management * 📞 Excellent Customer Service and Communication * 🛠️ Maintenance Protocols and Equipment Optimization * 💡 Innovative Problem-Solving * 🤝 Vendor and Customer Relationship Management |