

Maya Robinson

Facilities Assistant

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SUMMARY

Facilities Assistant with over 2 years of building maintenance work in downtown office towers and a large apartment community, plus an HVAC technical certificate from Ivy Tech. Handles work orders, light carpentry and plumbing repairs, and preventive maintenance rounds on HVAC equipment. Keeps supply counts and logs in Excel with steady attention to detail.

SKILLS

- HVAC
- Plumbing
- Carpentry
- Preventive Maintenance
- Work Orders
- Excel
- Hand and Power Tools
- Organizational Skills
- Attention to Detail

EXPERIENCE

Facilities Assistant 08/2025 - Present
Monument Circle Office Partners Indianapolis, IN

Property manager for 3 downtown office buildings totaling 850,000 sq ft.

- Complete **60+** work orders a month for 40 tenant suites, from lighting swaps and ceiling repairs to door hardware fixes.
- Perform monthly preventive maintenance on 22 rooftop HVAC units, changing filters and belts and logging readings.
- Repair leaking faucets, flush valves and drains in restrooms and break rooms, cutting outside plumbing calls 35% this year.
- Track supply inventory and reorder points in Excel, ending stockouts of lamps, filters and ceiling tiles.

Maintenance Helper (Part-Time) 03/2024 - 07/2025
Broad Ripple Commons Apartments Indianapolis, IN

Part-time role at a 240-unit apartment community while in the HVAC program.

- Prepared **8** to 10 vacant units a month with patching, painting and fixture replacement.
- Performed carpentry repairs on doors, cabinets and trim using hand and power tools.
- Answered after-hours resident calls 2 weekends a month and escalated emergencies to the lead technician.
- Inspected smoke detectors and fire extinguishers in all 240 units during annual safety checks.

EDUCATION

Technical Certificate 05/2025
Ivy Tech Community College Indianapolis, IN
HVAC Technology

CERTIFICATES

EPA Section 608 Universal Certification
U.S. Environmental Protection Agency
04/2025

OSHA 10-Hour General Industry
OSHA Outreach Training Program
06/2024