

Kayla Simmons

Maintenance Assistant

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Summary

Maintenance assistant with 2 years of building repair work, now at a 140-apartment senior living community. Fixes plumbing, carpentry and basic electrical problems, changes HVAC filters and paints units between residents. Brings patience and steady customer service to older residents and holds a building maintenance certificate from Tulsa Tech.

Experience

Maintenance Assistant 02/2025 - Present
Riverbend Senior Living Tulsa, OK

- Support a 3-person maintenance team at a 140-apartment senior living community.
- Handle **10+** resident work orders a day, fixing toilets, faucets, call cords and loose grab bars.
 - Complete painting and drywall patching at turnover, finishing 6 units a month ahead of move-in dates.
 - Replace HVAC filters on 140 PTAC units every 60 days and log each change in the work order system.
 - Test fire extinguishers and emergency lights monthly, keeping 100% of checks current for state surveys.

Facilities Helper (Part-Time) 08/2023 - 01/2025
Brookside Property Services Tulsa, OK

- Part-time job while completing a building maintenance certificate.
- Repaired chairs, desks and door hardware with carpentry and power tools across 3 office buildings.
 - Replaced **200+** light bulbs, switches and ceiling tiles during a summer building refresh.
 - Set up furniture and equipment for about 30 tenant events, coordinating with staff by radio.
 - Tracked supply use on a shared sheet, flagging low stock before weekend shifts.

Education

Certificate 12/2024
Tulsa Technology Center Tulsa, OK
Building Maintenance Technology

Skills

- Plumbing
- HVAC
- Carpentry
- Electrical
- Painting
- Power Tools
- Customer Service
- Patience
- Electrical Systems

Certificates

OSHA 10-Hour General Industry
09/2024
OSHA Training Institute