

# TAVOSKY BULLOCK JR

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## SUMMARY OF QUALIFICATIONS

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Maintenance Engineer with over 12 years of experience working in the industry. Known by co-workers as a goal oriented individual, hard worker, motivated, team driven team player that is focused on product quality while enhancing my management and leadership skills. Possess a strong work ethic by using good communication and the drive to excel.

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## TECHNICAL SKILLS & SOFTWARE

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**Microsoft Office:** Excel, Word, Outlook

**Bilingual:** Spanish: Intermediate

**Skills:** Able to type 40 wpm, Experienced with Life Safety systems, NFPA trained, and some HVAC

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## EDUCATION & LICENSES

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**North Forrest High School**, Houston, TX

Diploma, spring 2010

**Licenses:**

- City of Houston Boiler Operating Permit #
- TDLR Apprentice Electrical License #589343
- Pool Certification #
- City of Houston Fire Prevention and Life Safety for High-Rise #N/A

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## PROFESSIONAL EXPERIENCE

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❖ **Crowne Plaza – Houston, TX**

- **Maintenance Supervisor** December 2010 – Present
  - Assist with supervising maintenance staff of 5 Maintenance Engineers.
  - Conduct regular inspections of Mechanical, Electrical and Plumbing equipment and make necessary adjustments to operating equipment and controls.
  - Maintain ongoing communication with guest, clients, property management, and vendors.
  - Oversee daily building operations for an 18-story hotel with 355 guest rooms.
  - Have 10 years working with Life Safety equipment such as Generators, Automatic Transfer Switches, Fire pumps, Jockey pumps and elevators.

❖ **The Whitehall – Houston, TX**

- **Engineer 2** November 2019 – November 2020
  - Conduct regular inspections of Mechanical, Electrical and Plumbing equipment and make necessary adjustments to operating equipment and controls.
  - Assist in Maintenance/Engineering issues (HVAC, Electrical, Plumbing and Life Safety) as required
  - Coordinate maintenance efforts with outside Contractors.
  - Recommend/implement improvements for the Preventative Maintenance program on an on-going basis and oversee all building systems and remain current with the latest technological trends.
  - Respond quickly to emergency situations (i.e., fire, water leaks, evacuation, equipment failure, etc.) and guest concerns.

➤ **References available upon request**