



Mature Candidate – Transitioning into Management Role

FRANK T. CASTO

1 First Avenue • Chicago, IL 12345
H: 555.123.4567 • C: 555.234.5678 • name@email.com

PROFESSIONAL PROFILE

Offer nine years of management experience in a maintenance environment coupled with the hands-on background to understand the challenges and opportunities in a construction and maintenance setting.

— Proven to oversee and administer preventive maintenance and repair programs —

- **Highly effective, collaborative, and personable team leader** with experience planning, coordinating, and supervising operations, workflow, and resources to drive achievement of task and project goals.
- **Managed operating budgets—as high as \$23M for the school board and as specific as a \$200K parts inventory budget**—demonstrating strong fiscal administration, control, and budgeting skills.
- **Implemented safety, quality, and training programs resulting in zero lost-time incidents in three years;** drove SOP, regulatory, and ISO compliance in a heavily regulated arena.

Key Knowledge & Skill Areas

- Safety Programs & Compliance
- Fiscal/Budget Accountability
- Project & Task Management
- Light & Heavy Machinery
- Workflow Management & Planning
- Purchasing & Inventory Control
- Inspections & PM Schedules
- Team Leadership

PROFESSIONAL EXPERIENCE

Strong summary aligning candidate with position of interest and its requirements

Sam Peters Transport – Chicago, IL
Maintenance Supervisor (2000-2009)

Planned, coordinated, and supervised a team of up to 20 in performing preventive maintenance, troubleshooting, and repairs to heavy equipment. Established work schedules, initiated and delegated work orders, and oversaw shop compliance with state and federal regulations and ISO 9000 guidelines. Maintained administrative records in the Fleet Management System (FMS) to ensure 100% accuracy and completeness. Negotiated contracts for outside labor, as needed, and procured parts to maintain adequate inventory stock levels.

"You have the ability to do whatever it is you set your mind to...I can never thank you enough for the loyalty you showed me and the job you did for Sam Peters Transport." — Supervisor

Selected Contributions:

- **Recognized for operating for 3 years with zero lost-time incidents;** implemented safety training programs—in collaboration with the Safety Director—to ensure safe and efficient operations of a shop maintaining up to 100 trucks used to transport GM automobiles to dealers.
- **Instrumental in driving adherence to quality and safety standards;** facilitated monthly shop-wide safety meetings to share best practices and performance improvement opportunities, as well as to highlight terminal-based concerns to avoid duplication.
- **Controlled a parts budget of \$200K,** working diligently to minimize expenses and maximize profitability by keeping a close eye on cost-per-mile metrics.
- **Demonstrated strong understanding of regulatory guidelines** and their impact on daily operations, serving as a "go-to" person for all DOT- and OSHA-related questions.
- **Planned and managed the relocation of the entire shop** from a 30K sq. ft. to a 2K sq. ft. space, orchestrating all logistics involved from initial planning through move and final setup.
- **Joined forces with contractors to rebuild the shop after it was devastated by a tornado;** credited with creating a more efficient footprint and getting the business up and running quickly.

Continued...

FRANK T. CASTO – 2

H: 555.123.4567 • C: 555.234.5678 • name@email.com

Diesel Mechanic (1979-2000)

Demonstrated strong mechanical acumen while rebuilding engines and transmissions, troubleshooting and repairing hydraulic and air conditioning systems, and performing preventive maintenance. Trained new employees as part of their orientation program; as one of the most senior team members, served as a resource for novice and seasoned mechanics.

Selected Contributions:

- **Promoted to a supervisory role despite holding a union position**—somewhat uncommon in the central U.S.—based on team leadership and workflow management strengths.
- **Excelled in a team setting, working collaborative with peers** while completing work orders in an efficient and effective manner.

Additional experience as the owner of F. Casto Properties, Inc., a custom homebuilder which, to date, in seven years, has completed nine homes.

MILITARY EXPERIENCE

United States Navy
Fire Control Technician

Spent four years in the military repairing and maintaining computer and radar systems.

Byline foundational experience to include details but not age candidacy

EDUCATION

Diesel & Heavy Equipment Certificate
Illinois State University

Comprehensive two-year program encompassing the study of engine principals, electrical and fuel systems, hydraulics and transmissions, and complete engine rebuilding.

Fire Control Systems Class A School
United States Navy

Six-month training including study of the troubleshooting and repair of electrical systems and electronics.

No dates noted if they would age you

COMMUNITY INVOLVEMENT

Leadership Roles

President – Board of Education (1998, 2002, 2003, 2004, 2009)
Member – Board of Education (1995-present)
Deacon – First Baptist Church (1994-present)

Support Roles

Mission Trip Volunteer (2002-present)
Read Across America (1997-present)
Habitat for Humanity (2001)

Reverse chronological format with ample accomplishments highlighted to show "value" in extensive career Source: Samantha Nolan of Ladybug Design, Inc. (www.ladybug-design.com)