

PAUL M. POMS

1700 Calle Campana Drive ~ Roseville ~ California ~ 95747 ~ (916) 771-3900

SUMMARY

Highly ethical professional with strong background in Facilities Project Management; talented supervisor; exceptionally organized; technical ability; people oriented and seasoned troubleshooter.

EMPLOYMENT HISTORY/PROFESSIONAL EXPERIENCE

2004 ~ CURRENT ~~ WYOTECH, WEST SACRAMENTO, CA

Facilities Manager

Responsible for maintaining 80,000 sq.ft. facility, manage all maintenance contracts, assist in the building set up of a new automotive college, coordinate with off-site vendors & contractors to have new equipment and supplies installed and placed, recommended and implemented cost savings plans such as cardboard recycle program, responsible for injury and illness prevention program, project management skills, respond to all customer service concerns on a daily basis, maintain all building and automotive equipment, assist IT on multiple computer related issues to keep computers, printers, network, etc., up and running.

2003 ~ 2004 ~~ SELF EMPLOYED ~ MONKEY WRENCH MAINTENANCE SERVICES

Owner/Operator

Performed general maintenance functions for clients including, lighting repair and replacement, plumbing, electrical repairs, painting (interior/exterior), tile work, carpentry, landscape irrigation and timer repairs, etc. Also handled all client relations, bookkeeping, advertising, insurance, and tax-related issues.

2001 ~ CURRENT ~~ SCHOOLS FINANCIAL CREDIT UNION, SACRAMENTO, CA

Maintenance Administrator

Responsible for maintaining all Credit Union branches, coordinate with off-site vendors and contractors on a routine basis, Prepared RFP's for Landscape and Janitorial bids and executed entire bid process, continually worked on streamlining Facilities operations to increase department efficiency, worked with Facilities Manager on annual department budgets, install new lines for phone system and troubleshoot line problems, provide Project Management on a daily basis for all building maintenance issues.

2000 ~ 2001 ~~ HOLLYWOOD ENTERTAINMENT, PORTLAND, OR

Regional Facilities Engineer

FIELD DUTIES - Responsible for maintaining 75+ Hollywood Video Stores in the Northern California area. Responsibilities include electrical repair (lighting, neon, marquee, and television issues), cabinetry repair

(laminates, cashwrap, and fixture issues), wall repair (refinish and repaint), plumbing repair, etc.

ADMINISTRATIVE DUTIES - Communicate with Zone Facility Manager, Regional Manager, and District Managers on a weekly basis in regards to store updates, Schedule work load on a weekly basis, Complete and fax expense and productivity reports each week, order all necessary equipment and supplies to complete each job.

1991 ~ 2000 ~~ FRANKLIN TEMPLETON, RANCHO CORDOVA, CA

Team Supervisor, Facilities Maintenance

Responsibilities include coordinating with off-site vendors & contractors to purchase products & repair equipment, locate and troubleshoot problems with technical, electrical & environmental equipment, program all HVAC equipment manually & through computer based HVAC systems, oversee Maintenance department & supervise maintenance staff of 6 & temporary staff of 2, train staff on technical & non-technical equipment, track projects, daily work load & scheduled time for Maintenance department.

- Designed and implemented concepts & strategies for preventative maintenance program. This program has allowed us to keep up with necessary maintenance that would otherwise cost the company many

man hours
for repeat work.

- Created manuals & instructional data for technical equipment at six sites such as - fire & life safety systems, HVAC computer control systems & troubleshooting checklists, Generator operation & emergency shut down. This information being readily available has saved the company time and costly vendor service calls.

1990 ~ 1991 ~ VARIAN ASSOCIATES, INC., SAN CARLOS, CA

Receiving/Stock Clerk

Responsibilities included, Receiving incoming products & supplies to be delivered throughout the facility, data entry of all corresponding paperwork for accounts payable processing, organized & maintained all files, packages, & paperwork, inventoried all products in material handling department on a monthly basis and performed respective data entry.

1989 ~ 1990 ~ AUTOMOTIVE ENTERPRISE, BELMONT, CA

Detail Manager

Responsibilities included, working in all phases of the facility from R&I, to body repair, to final detailing, organized & maintained facility areas making sure supplies were readily available, Managed Detail department, oversee staff of 4, worked hand in hand with Managers of other departments making sure all vehicles were scheduled & completed in time allotted.

1987 ~ 1989 ~ ATHERTON APPLIANCE, MENLO PARK, CA

Appliance Installations

Responsibilities included, organizing & maintaining appliance inventory, obtained forklift certification, operated forklift to arrange & load appliances, installed appliances in residential homes & various commercial facilities, responsible for repair parts pick ups & expediting to appropriate service technician.

COMPUTER PROFICIENCY SKILLS

- Windows 95 & 98, (Office 97 suite - Word, Excel, Outlook, Access, Power point)
- Trimax Powersense 432 (HVAC); Tracer 100I (HVAC)
- DataTrax Systems - Forseer 1.4 (Alarm monitoring /Data Management System)

REFERENCES

Craig Gockley (916) 988-4319

Franklin Templeton, Rancho Cordova, CA 95670

Facilities Manager

Craig and I worked together during the original phases of Franklin's new construction as well as on multiple other projects in Facilities Management from 1991 to 1999.

Marie Wheeler (530) 846-2829

Foundation Health Systems, Inc., Rancho Cordova, CA 95670

Director, Facilities Services

Marie and I worked together from 1998 to 1999 at Franklin Templeton.

Samantha Quattrone (510)-706-5294

Kaiser Permanente Medical Center, Oakland, CA 94607

Communications Consultant

Samantha and I worked together from 1997 to 1999 at Franklin Templeton.