

Mike Ward
125 Auburn Glen Manor SE Calgary AB T3M 0L3
Telephone 403-203-0913 Cell 403-797-4621
E-mail: mcward@live.ca

April 30, 2010

Re: Facility Management or Property Management Position

Please find enclosed my resume for your review. My past experience, as illustrated has touched much of the scope requirements to fulfill this role. Although much of my experience has been on specific disciplines, all of them together would round out to meet the required qualifications.

I have just relocated from BC to Alberta, and I am taking the opportunity for a career change as well. I am excited at the opportunity to motivate & coach others, support client relations, support planned & reactive work load, be responsible & accountable to budget, and to coordinate & oversee projects. I understand this role comes with many opportunities to overcome challenges, which I look forward to, with that, I appreciate the rewards that come with it. I have the availability of a mentor, whom has been in the Commercial Real Estate business in Calgary, to support my transition.

Some of my qualifications include:

- Excellent interpersonal and organization skills.
- Project Management – including budget & scheduling
- Management of staff
- Financial responsibility
- Customer/ Client relations

I am most eager to work in a challenging environment where I can use my knowledge and experience at a position in your company. I know that you will find me a hard working, reliable candidate for any position.

Please review my resume at your earliest convenience. I look forward to discussing in detail a position in your company that may suite your needs.

I can be reached at 403-203-0913 or cell # 403-797-4621 to discuss my suitability for this position.

Sincerely,

Mike Ward

Encl

Michael Ward

125 Auburn Glen Manor SE
Calgary, AB T3M 0L3

Phone # 403-203-0913 Cell # 403-797-4621
E-mail address: mcward@live.ca

Highlights of Qualifications

- Extensive experienced in the home construction
- Project Management
- Production Manager
- Warranty Representative
- Experienced in all aspects of home improvement
- Basic electric and plumbing
- Experienced in finish work and repairs
- Managed home based business in British Columbia for 18 years

Relevant Skills and Experience

Warranty/Repair

- Warranty Representative for Freeport Homes, BC
- Mobile / Modular Home Repairs
- Service representative for South Country Homes, BC
- Warranty to SRI and Winfield Homes

Finish Work

- Mobile Home / Modular Home Finishing
- Set up of homes and portable classrooms
- Blocking and leveling homes
- Complete finish work of single and double wide mobile homes

Building and Installation

- Decks
- Sheds
- Garages
- Skirting
- Siding
- Installation of sewer and water

Employment History

Production Management

Freeport Industries
1365 Springhill Road Parksville, BC

2009 – 2010

Project Management

Retire West Communities
Freeport Homes
3950 Biggs Road Nanaimo, BC V9T 5P9

2007 – 2009

Employment History Cont.

Proprietor

1991 - 2007

Central Island Service
2730 Arden Road Courtenay, BC V9N 9J9

Additional available upon request

References

Shelley O'Brien
University of Calgary
Director - Operations & Maintenance

403-210-9706
403-510-6067

Tyler Chick
Pipe Designer, Worley Parsons

403-808-6968

Michelle Haughton
Office Manager Retire West

250-668-0312

Additional available upon request