

Leslie (Les) I. Anda

Objective

To develop a successful career in Building Operations field, seeking new challenges and opportunities to better utilize and expand/enhance my current skills and knowledge.

Qualifications

I am currently enrolled in the 5th Class Power Engineering course held thru B.O.M.A. I have over 35 years experience in the construction industry. I possess excellent organizational and time management abilities. I am able to learn new skills quickly without supervision. I am an independent thinker and a problem solver. I have a general understanding of reading blue prints and architectural drawings. I have supervised as many as 21 employees and many more subcontractors at one time. As the service industry is largely reactive, I try to control the amount of situations by being as proactive as possible, where ever possible.

Certifications

Leadership for Safety Excellence
Microsoft Office Outlook level 2
WHIMIS
Residential Scaffolding Awareness
Effective Claims Management
CCA Mould Awareness
Substance abuse Prevention Program
Alberta OHS Legislation Awareness Program
Principles in Health and Safety Management
Alberta WCB Certificate of Achievement
Building Science Training
Conflict Management
Portable Fire extinguisher Training

Experience

Maintenance Assistant, Costco, Rockyview, AB

Nov. 1st. 2015

Dec. 5th. 2015

Made minor repairs (i.e. Fixed doors and anything else that was required), Routinely ensured cleanliness of building mostly through sweeping, zamboni polishing, wet and dry mopping, scraping floors and spot removal

Service Manager, Viking Drywall Ltd., Calgary, AB

June 1996 Sept. 18th. 2015

- Organize and deliver prompt service to all customers
- Work with a team to divide tasks making sure everyone has an equal workload ensuring jobs are done quickly and efficiently.
- Delegate work among our Service Tech's and Sub-contractors on a daily basis and ensure that all their concerns are being dealt with as well.
- Troubleshooting – work with building supervisors and or warranty technicians to rectify any issues in a timely and cost effective manner, for the company and the customer.
- Meet with and get quotes from our trade partners as required.
- Request Variance Purchase Orders upon completion of repairs
- Monthly Tool Box meetings with Sub Trades.
- Ensure all staff and sub trades are adhering to company safety policies.
- Review Incident Reports
- Conduct vehicle and site inspections on a regular basis.
- Deliver required material to job sites ensuring they are organized and easily accessible
- I would report any and all concerns to upper management and give them a detailed analysis on the cause and how we would rectify and avoid the problem(s) in the future.

Owner/Operator, LA Texturing Inc., Calgary, AB

March 1989 June 1996

Seek out contracts from contractors that needed work done on a regular basis

Estimate jobs as required

Basement renovations which included minor plumbing, rerouting heat ducts and some electrical work, mostly changing out switches, installing new fixtures etc...

I also did flood restorations and refurbishing older outdated hotel units and apartment units

Conduct safety and quality assurance inspections when arriving at the job site

Report to contractor or homeowner when the job isn't ready or if there are any other concerns

Invoicing and collection of monies owed.

Owner/Operator, Anda Brothers Texturing, Oshawa, Ont.

1986 March 1989

Texturing ceilings for many different builders through out the region.

Burlington to Peterborough and anything in between. Averaging 250 houses per month.

Our best day was 21 houses in 8 hours.

References

Available upon request