

# Kevin Mullen

Kevinmullen17@yahoo.com

(718) 309-9243

---

## PROFESSIONAL SUMMARY

A versatile worker with multiple years of experience in both residential and commercial maintenance. I'm experienced working independently and dealing with many work-related situations, including covering staff routines and dealing with emergencies,

## EXPERIENCE

**Porter,** Newmark Grubb Knight Frank, New York, NY 2012-Present

- Responsible for maintaining safety protocols and standards according to city and state regulations
- Assist in the daily operations of the building to ensure of tenant satisfaction.
- Coordinate tenant's work requests with the building staff to resolve issues promptly.
- Requisition of supplies and equipment needed for cleaning and maintenance
- Steam clean or shampoo carpets
- Assisted Engineering staff in the overall maintenance of the Building Air Conditioning system
- Assisting Maintenance staff in upkeep and repair of the building proper
- Assisting in maintaining building fire safety and drill practice.

**Receiving Associate,** Macy's, New York, NY 2009-2012

- Operated and maintained the bailing machine daily
- Worked with staff to maintain receiving area cleanliness and safety daily
- Logged merchandise deliveries into the store database weekly
- Responsible for the disposal of garbage accumulated in the receiving area
- Coordinated delivery logistics with management and other departments
- Maintained adequate stock levels of cleaning and other essential supplies.

**Summer Relief,** Grubb & Ellis, New York, NY 2004-2006

- Operated and maintained building freight daily
- Swept, mopped, and waxed floors when necessary
- Moved heavy furniture, equipment, or supplies, either manually or by using trucks
- Maintained the grounds around the building

## LICENSES AND CERTIFICATIONS

- A-35: To Operate and Maintain Air Compressors
- S-13: City-Wide Standpipe Systems
- S-12: City-Wide Sprinkler Systems
- F-03: Indoor Place of Assembly Safety Personnel
- F-01: Citywide Fire Guard For Impairment
- RSES Refrigerant Usage Certification: Universal
- Q-99: Refrigerating System Operating Engineer Not-In-Use
- P-99: Low-Pressure Oil Burner Operator
- F-60: Fire Guard for Torch Operations
- G-60: Torch Use for Flammable Gases
- BPI: Multifamily Building Operator Professional
- EPA Air Pollution Control
- GPRO Certificate in Fundamentals of Building Green and Operations and Maintenance Essentials
- GPRO Electrical Systems
- GPRO Plumbing Systems
- GPRO Mechanical Systems
- OSHA 30 Hour General Industry
- Green Commercial: Building Operator Certification Level 1

## **EDUCATION**

BS in Information Technology, St. Francis College, Brooklyn, NY