

Ivan Trajkovski

Facilities Management

Kumanovo, North Macedonia
+38971957997 • trajkovski_i87@yahoo.com
[LinkedIn](#)

Summary

Results-oriented Operations and Maintenance professional with exceptional problem-solving skills. Dedicated to enhancing team performance with proven leadership and communication talents that ensure top performing project management and compliance initiatives within demanding environments. Adept at driving quality customer service and progressively increasing responsibility for effective management.

Certifications

OSHA, 30-hours General Industry, 07/2013 – Present

OSHA, 30-hours Construction Industry, 05/2014 – Present

Professional Training

Economic Technician

Languages

- English, Professional
- Macedonian, Native

Areas of Expertise

- | | |
|---|--|
| <ul style="list-style-type: none">• Interpersonal Communication• Customer Service• Operations Management• Analytical Problem-Solving | <ul style="list-style-type: none">• Time Management• Team Leadership and Training• Inventory and Procurement• Workplace Safety and Compliance |
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Professional Experience

LOGCAP IV/DynCorp International, Afghanistan

Operations & Maintenance Supervisor, 12/2015 – 12/2021

Champion facility maintenance, repair, construction and daily operations to ensure cost-effective, reliable support on behalf of the U.S. government, military, and worldwide commercial customers. Readily validate customer service requests and work orders at respective FOB and Base Camp.

- Supervise maintenance personnel and implement corrective measures to drive compliance, which led to an entirely new organizational structure that optimizes service quality.
- Strategically define preventative maintenance programming in alignment with SOP requirements.
- Estimate project labor/material costs, determine required infrastructure work, and conduct persistent follow-up for optimal customer satisfaction.

General Labor Foreman, 12/2011 – 12/2015

Spearheaded day-to-day operations and maintenance functions, with supervision of highly skilled construction trades staff in efficient construction, repair, replacement, patching, remodeling, alteration, and finishing of structures - which encompassed high-quality workmanship of facilities, furnishings, and exterior pavement.

- Aligned manpower, supplies, and equipment levels with usage forecast, advising management of potential shortages and recommending replacements.
- Coached staff on performance expectations, product specifications, and deficiency correction.
- Contributed to accident-free work environment by enforcing operator's instructions of heavy equipment and power tool operations.
- Implemented on-the-spot safety corrections and investigated on-the-job accidents/injuries, providing incident reports to supervisors.

Labor Foreman, 10/2010 – 12/2011

Built team of custodial personnel by coaching proper, safe, and efficient material/equipment performance, as well as evaluating individual performances and recommending employee retention tactics. Supervised labor services, quality, subcontractor performance, and cleaning staff duties in alignment with contracts and building standards. Completed daily inspections and maintained adequate inventory replacement and storage.