

Rick Osuna

EXPERIENCE

Franklin Phonetic Primary School
Facilities Manager

Phoenix, Az
(October 2018 - Present)

- School Board member
- Managing the facilities and the function of how the facilities are maintained.
- Developing schedules for staff and for cleaning, the cafeteria and cafeteria staff and all the coronavirus that comes into play.
- Staff supervisor
- Manager of purchasing
- Oversee Maintenance department
- Substitute Coordinator
- Coordinator of discipline control
- Oversee janitorial services
- Project Management/ budget
- Employee Timesheet Approval
- Administrate IEP Meetings
- Perform Teacher Evaluations
- Campus I.T Specialist

Franklin Phonetic School

Prescott & Phoenix, AZ

Maintenance Tech. & School Program Coordinator & Campus Security (June 2015 – June 2018)

- Responsible for overseeing maintenance on both school campuses, including securing outside contractors as necessary.
- Oversaw Central Supply Inventory for Phoenix campus.
- Safely operated school vehicles to perform inter-campus functions or fleet maintenance.
- Assisted Principal with managing After-school programs and extracurricular activities.
- Head of Security

Education

Morris High School – Morris, NY
High School Diploma, June 2015

Additional Skills

- Various Microsoft Office applications, including Outlook, Excel, and Word.

- Oracle
- Viewpoint Estimating Software
- AIM Image Software
- PBIS