

## ENGINEERING ASSISTANT

### Career Focus

My full name is Kailie Marie Mahea'lani Graciidis. I am an ambitious 20 year old and also a part-time student at Bellevue College. I have a desire to work in the ocean one day and to also manage my own online company, but have yet to choose the right major(s) towards those goals.

### Summary of Skills

- Ability to make decisions and solve problems
- Ability to work in a team structure
- Attention to detail
- Balanced
- Computer proficient
- Dependable
- Determined
- Educated
- Fast learner
- Flexible
- Friendly
- Hardworking
- Honest
- Issue resolution
- Interpersonal skills
- Kind
- Outgoing
- Quick on my feet & with my hands
- Reliable
- Strong verbal communication
- Time management
- Very organized & energetic
- Computer proficient

### Experience

06/2012 to 06/2013

Engineering assistant Company Name 1/4 City , State

- At Stanbury Electrical Engineering, we built and repaired chargers for forklifts.
- Every two weeks, new shipments came in with new and old chargers that we were to repair and put together before the next shipment came in.
- Below are some details on my position at Stanbury Electrical Engineering.
- Typed and organized the binders stating everything there is to know about the chargers for meetings with potential buyers.
- Patiently and carefully put the "stickers" together through the sticker process.
- Stickers" meaning the logo for the chargers.
- Then, I lined up the stickers once they were completed and gently put it on the charger itself.
- Rendered technical drawings and electrical systems specifications that exceeded company standards.
- Monitored the manufacture of electrical devices and operations to ensure compliance with safety protocols.
- Wrote protocols, qualification documents, test plans and test reports for quality assurance purposes.
- Continually improved methods and procedures for processes, measurement, documenting work and techniques.

08/2013 to 11/2013

Receptionist Company Name 1/4 City , State

- Receptionist â€“ Took calls, wrote down appointments etc.
- Cleaned â€“ Floors, glass cases, windows, machinery, vacuumed.
- Organized makeup/hair display.
- Test-dummy for spa-related activities (Facials/nails)

06/2014 to 10/2014

Receptionist Company Name 1/4 City , State

- Took calls, wrote down appointments etc.
- Cleaned - Floors, glass cases, windows, machinery, vacuumed.
- Organized makeup/hair display.
- Test-dummy for spa-related activities (Facials/nails) BigFoot Java (24 hours I took on the role as both a normal Barista (4am-10am, 10am-4pm, 4pm-10pm), as well as the Graveyard Barista (10pm-4am).
- Pulled doubles, triples, and once an accidental 24 hour shift.
- Made high-quality beverages while also served out Bigfoot merch/food/gum/ and cigarettes.
- Quickly and efficiently rang up sales Neatly stocked and organized the merchandise -that included the window display.
- Greeted and talked to every customer, made sure they were happy by the end of their visit.
- Tried my best to remember each customers drink, so whenever there was a big line, I was able to have their drink ready by the time they made it to the window.
- Counted all the supplies in the store every day at the beginning of my shift to ensure nothing was missing or miscounted.
- Took Costco orders when they delivered more food/drink supplies.
- Covered emergency-shifts when someone was unable to make it in the stand that day.
- Trained new Baristas if needed.

01/2015 to 06/2015

Company Name

- I was their daytime nanny and date night nanny.
- Still, if it works with my schedule and they need an emergency nanny, I'll be there for them.
- Started at either 7am or 10am, ended at either 7pm or later if they had a date night.
- They have two little boys.
- Ryan (age 2) and Nathan (age 5) On the way to work for Kelly, she would drop off Nathan at pre-school.
- I would watch/care for Ryan until 11:30, then I got him ready to get in the car to go pick up big brother from school on Bellevue way.
- When we got back from picking up Nathan, I would feed them lunch.
- Made them dinner.
- Made sure they had good hygiene.
- They weren't allowed much screen time (television or online games, etc.) so we mostly did critical thinking activities such as reading and writing and art.
- Played active games, took them to parks in Seattle, North Bend, Bellevue, and Issaquah.
- Put the boys to sleep at night.
- Watched over their house & fed their cat when they went on long vacations.
- Cleaned up their house every visit.

#### Education and Coursework

2014

High School Diploma Mount Si High School 1/4 City, State

Bellevue College - Eastgate Bellevue, WA Current Freshman

#### Skills

art, Attention to detail, Interpersonal skills, critical thinking, Dependable, Electrical Engineering, electrical systems, forklifts, Java, logo, machinery, meetings, windows, window, works, next, pick, processes, protocols, quality, quality assurance, Quick, Fast learner, reading, safety, sales, television, Time management