

## ENGINEER

### Summary

Work Ethic, Personal Ownership, Responsibility, Adaptability, ability to learn quickly and accurately, Positive attitude, Timeliness, Positive appearance and customer interactions. Â Â

### Highlights

- Microsoft Office Suite expert
- Conceptual thinker
- Self-motivated professional

### Experience

March 2015

to

Current

Company Name City , State Engineer

- Assisted customers with complaints.
- Performed routine maintenance.
- Troubleshoot electronic parts of the building.
- Recorded guest comments or complaints, referring customers to managers as necessary.
- Assisted guests with any special requests during their visits.
- Contacted housekeeping or maintenance staff when guests reported problems.
- Issued room keys and escort instructions to bellhops.
- Prepared sheetrock, metal and wood surfaces for painting.
- Refinished household furniture such as desks, chairs, tables and bookcases.
- Coordinated and completed ongoing routine painting of the exterior and interior of the properties.
- Collaborated with electricians, carpenters and mechanics to complete construction projects.
- Completed basic plumbing, electrical, carpentry and HVAC duties.
- Operated compressors, striping machines, sandblasters and spray equipment.
- Completed and updated all work orders, records of service calls and work logs.
- Covered floors before prepping, priming and painting all surfaces.

January 2012

to

Current

Company Name City , State Handyman

- Transfer tools, parts, equipment, and supplies to and from work stations and other areas.
- Disassemble broken or defective equipment to facilitate repair and reassemble equipment when repairs are complete.
- Install or replace machinery, equipment, and new or replacement parts and instruments, using hand or power tools.
- Examine and test machinery, equipment, components, and parts for defects to ensure proper functioning.
- Hold or supply tools, parts, equipment, and supplies for other workers.
- Position vehicles, machinery, equipment, physical structures, and other objects for assembly or installation, using hand tools, power tools, and moving equipment.
- Adjust, connect, or disconnect wiring, piping, tubing, and other parts, using hand or power tools.
- Clean or lubricate vehicles, machinery, equipment, instruments, tools, work areas, and other objects, using hand tools, power tools, and cleaning equipment.
- Assemble and maintain physical structures, using hand or power tools.
- Tend and observe equipment and machinery to verify efficient and safe operation.
- Apply protective materials to equipment, components, and parts to prevent defects and corrosion.
- Order new parts to maintain inventory.
- Diagnose electrical problems and install and rewire electrical components.
- Prepare work stations for use by mechanics and repairers.

January 2004

to

September 2013

Company Name City , State Healthcare Provider

- Provided Healthcare for at Home Patient.

January 2000

to

January 2004

Company Name City , State Arcade Repairman / Technician

- Fill machines with products, ingredients, money, and other supplies.

- Keep records of merchandise distributed and money collected.
- Collect coins and bills from machines, prepare invoices, and settle accounts with concessionaires.
- Make service calls to maintain and repair machines.
- Inspect machines and meters to determine causes of malfunctions and fix minor problems such as jammed bills or stuck products.
- Test machines to determine proper functioning.
- Contact other repair personnel or make arrangements for the removal of machines in cases where major repairs are required.
- Clean and oil machine parts.
- Record transaction information on forms or logs, and notify designated personnel of discrepancies.
- Adjust machine pressure gauges and thermostats.
- Maintain records of machine maintenance and repair.
- Replace malfunctioning parts, such as worn magnetic heads on automatic teller machine (ATM) card readers.
- Adjust and repair coin, vending, or amusement machines and meters and replace defective mechanical and electrical parts, using hand tools, soldering irons, and diagrams.
- Order parts needed for machine repairs.
- Disassemble and assemble machines, according to specifications and using hand and power tools.
- Install machines, making the necessary water and electrical connections in compliance with codes.
- Refer to manuals and wiring diagrams to gather information needed to repair machines.
- Transport machines to installation sites.
- Prepare repair cost estimates.

#### Education

Aug 2000

Traverse City West High School City , State , United States High School Diploma

Valencia College City , State , USA Associate of Arts : Graphic Art and Design

#### Skills

- Typing (Greater than 40 words a minute)
- Networking (Computer)
- Computer Management
- Rebuild/Repair Computer (Hardware)
- Computer Software Installation (Operating Systems)
- Photoshop Experience
- Excel Experience
- Microsoft Office Experience
- Spreadsheet Experience
- Power Point Experience