

Vincent Sacks

19 Orchard Ct
Royersford, PA 19468
610-487-0260
vj7798@aol.com

OBJECTIVE:

I would like to work for a company that will enhance the skills I already have as well as provide the opportunity for personal and professional growth and advancement opportunities.

EMPLOYMENT HISTORY:

The County of Riverside Facilities Management in California – Grounds Worker February 2000 – March 2013

Landscaping, Drove a Dump Truck and Boom Truck, ordering parts and supplies, supervising work release trusties and contractors, repairing equipment, assisting the maintenance staff when needed, creating and processing work orders on a computer program called tririga, and office work (answering phones, answering emails, setting up appointments with contractors, talking to venders, going on job walks with contractors, ordering office supplies, keep inventory on office supplies). Computer work (making work orders ,purchase orders, spreadsheets for monthly PM for grounds and maintenance staff, helped others with timesheets, fixed minor problems on computers and printers, keeps records of time and faxed rosters for trusties). I also did a Customer Service position for 8 months for Facilities Management. I answered a multi-line phone system, answering elevator emergency calls, prioritizing work orders and dispatching appropriate maintenance staff to emergency calls.

Rahns Specialty Metals – Recoiler April 1999 – December 1999

Recoiled steel sheets into different sizes and weights. Drove fork trucks worked ceiling cranes.

Haines Sunoco – Gas Attendant \ Auto Mechanic 1994 – 1998

Worked on cars such as oil changes, break jobs, tune ups, Tires, trouble shooting problems, answered phones, made appointments, pumped gas.

EDUCATION:

Nov 1998- Associates Degree in Automotive Service Management, Lincoln Technical Institute

June 1997- Certificate of completion in Automotive Repair, Western Center for Technical Studies

June 1997- Diploma from Spring - Ford High School

ADDITIONAL INFORMATION:

Some additional skills I know are typing, read blueprints, people skills, Work on some Electric, plumbing, A\C, and woodworking. I have some knowledge of building and fixing computer system. I am also very quick learner and enjoy a challenge.