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Objective

Skills & Abilities

MAINTENANCE

- Problem solving ability
- Equipment installation
- Safety awareness
- Hand and power tools
- Preventive and Reparative Maintenance
- Electrical Installation and Repair
- Mechanical Aptitude
- Plumbing
- Service-oriented mindset
- HVAC systems
- Safety and compliance
- Troubleshooting skills
- Organized nature

SALES

- Some of the sample text in this document indicates the name of the style applied, so that you can easily apply the same formatting again. For example, this is the List Bullet style.

COMMUNICATION

- You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

LEADERSHIP

Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

Education and Certifications

GED | DEC 1998 | STATE OF COLORADO DEPT. OF EDUCATION

JANITORIAL MAINTENANCE CERTIFICATE |

- Relevant Skills:
 - Working with bloodborne pathogens

7 HABITS OF HIGHLY SUCCESSFUL PEOPLE | 2018 | TRINIDAD STATE JUNIOR COLLEGE

- Relevant Skills:
 - Mediation of large group conflict
 - Teamwork
 - Communication
 - Discipline

Experience

MAINTENANCE | STATE OF COLORADO | 1998 TO 2004

- Performed electrical and mechanical repairs of production equipment, minimizing downtime.
- Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.
- Sanitized restrooms using such chemicals as ammonia to reduce spread of germs.
- Followed safety precautions to avoid personal injury and provide safe work environment.

BIOHAZARD CLEANUP | STATE OF COLORADO | 1994 TO 1998

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.