

Garth Roberts

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OBJECTIVE

To obtain an entry level position with growth opportunities, to work for a company where I can utilize my education, problem solving skills, dedication and to enlarge productivity.

SKILLS

Microsoft word and Excel
Answering phones
Filling out reports
Meter reading
Brazing and Soldering metal
Pipe cutting
Reading refrigerant gauges
Using meters and tools to trouble shoot systems

WORK EXPERIENCE

June 2011 - current janitor	Buffalo Grove Gymnastic Center	Buffalo Grove IL
In charge of the day to day up keeping of the complex Window Cleaning Floor Polishing Garbage and bathrooms maintenance		
Dec 2010 - May 2011 Apprentice	Smith's Heating and Air Conditioning	Atlanta, Georgia
Changing and cleaning filters Troubleshooting the systems Installing and maintaining control systems in machines Testing HVAC equipment to analyze the performance Prepared reports and documents under the supervision of senior technician.		
March 2007 - November 2009 Luggage Attendant- Overnight	Westin Chicago Northshore	Wheeling, IL
Responsible for delivering guests folios to accurate locations Assisted in introducing and facilitating new programs Trained attendants to cover for overnight positions		

Cleaning and sanitizing the in-room dining area
Delivered guest request and amenities in a timely manor
Transported guest to businesses and other leisure locations
Helped front desk answering high volume calls

June 2006 - September 2008

Target

Glenview, IL

Sales associate

Sales floor customer service
Electronics specialist giving specific support to customers
Keeping electronics department sales and scores at an 93.8%
Assisted with cashiering when needed

EDUCATION

Jan 2010 - November 2010

**ETI Environmental Technical
School**

Itasca, IL

Certificate

HVAC

3.08 Grade Point Average

August 1999 - March 2003

Milton Peters College

Netherlands

Diploma

Electrical insulation