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**Summary:** • An entry-level position with opportunity for advancement.

**Accomplishments:**

- Skilled with computer systems and software.
- Skilled at organizing complex projects, defining project priorities, and delegating tasks.
- Quickly learn procedures and methods.
- Professional demeanor.
- Efficient and courteous.
- Dependable - can work without supervision.
- Demonstrated accuracy, attention to detail and ability to work well in team environment.

**Employment:** Mohawk Hardwood Floors Taylor MI. 48180  
**Installation/Maintenance/Repair Workers Helper** 11/1/2009 to 11/14/2013

- Maintained computer and manual records pertaining to facilities and equipment.
- Cleaned and lubricated vehicles, machinery, equipment, instruments, tools, work areas and other objects, using hand tools, power tools and cleaning
- Installed and replaced machinery, equipment and new and replacement parts and instruments, using hand tools and power tools.
- Adjusted, connected and disconnected wiring, piping, tubing and other parts, using hand tools and power tools.
- Transferred tools, parts, equipment and supplies to and from work stations and other areas.
- Disassembled broken and defective equipment in order to facilitate repair and reassembled equipment when repairs were complete.
- Assembled and maintained physical structures, using hand tools and power tools.
- Examined and tested machinery, equipment, components and parts for defects and to ensure proper functioning.
- Tended and observed equipment and machinery in order to verify efficient and safe operation.
- Applied protective materials to equipment, components and parts in order to prevent defects and corrosion.
- Successfully handled Hi-lo for loading and unloading of materials.
- Provided assistance to more skilled workers involved in the adjustment, maintenance, part replacement and repair of tools, equipment and machines.
- Structured and maintained shops PC network.
- Positioned vehicles, machinery, equipment, physical structures and other objects

- for assembly and installation, using hand tools, power tools and moving equipment.
- Spearheaded preventive maintenance efforts.
  - Held and supplied tools, parts, equipment and supplies for other workers.
  - Prepared work stations so mechanics and repairers could conduct work.

Upright Fence

Westland MI. 48185

**Shop Hand/loader/ Installer**

4/3/2004 to 10/14/2009

- Operated straight and articulated rubber-tired tractor-type vehicle equipped with front-mounted hydraulically powered bucket or scoop.
  - Lifted and transported bulk materials to and from storage areas to load trucks.
- Used industrial sized diesel Hi-lo to load materials.
- Performed routine maintenance on loader, such as lubricating, fueling and cleaning.
  - Interpreted specifications, blueprints and job orders to workers and assigned duties.
  - Established and adjusted work procedures to meet production schedules, using knowledge of capacities of machines and equipment.
  - Recommended measures to improve production methods, equipment performance and quality of product.
  - Analyzed and resolved work problems and assisted workers in solving work problems.

Maintained and repaired shops PC/network.

Leader Business

Taylor MI. 48180

**Technician**

1999 to 2003

- Conversed with customers in order to determine details of equipment problems.
- Read specifications such as blueprints, charts and schematics in order to determine machine settings and adjustments.
- Operated machines in order to test functioning of parts and mechanisms.
- Maintained records of equipment maintenance work and repairs.
- Laid cable and hooked up electrical connections between machines, power sources and phone lines.
- Disassembled machine to examine parts such as wires, gears and bearings for wear and defects, using hand tools, power tools and measuring devices.
- Cleaned, oiled and adjusted mechanical parts to maintain machines' operating efficiency and to prevent breakdowns.
- Entered information into computers to copy programs from one electronic component to another and to draw, modify and store schematics.
- Filled machines with toners, inks and other duplicating fluids.
- Maintained parts inventories and ordered any additional parts needed for repairs.
- Traveled to customers' stores and offices to service machines and to provide emergency repair service.
- Trained new repairers.
- Installed and configured new equipment, including operating software and peripheral equipment.
- Aligned, adjusted and calibrated equipment according to specifications.
- Completed repair bills, shop records, time cards and expense reports.
- Assembled machines according to specifications, using hand tools, power tools

- and measuring devices.
- Reassembled machines after making repairs and replacing parts.
  - Advised customers concerning equipment operation, maintenance and programming.
  - Calibrated testing instruments.
  - Updated existing equipment, performing tasks such as installing updated circuit boards and additional memory.
  - Tested new systems in order to ensure that they were in working order.
  - Tested components and circuits of faulty equipment in order to locate defects, using oscilloscopes, signal generators, ammeters, voltmeters and special diagnostic software programs.
  - Reinstalled software programs and adjusted settings on existing software in order to fix machine malfunctions.
  - Repaired, adjusted and replaced electrical and mechanical components and parts, using hand tools, power tools and soldering and welding equipment.
  - Analyzed equipment performance records in order to assess equipment functioning.
  - Used Hi-lo to load and unload new machines.

**Education:** Taylor Center High  
**General**

Taylor MI.  
1994

**References:** Available upon request