

William J Holmen Jr.  
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March 28, 2013

Maintenance Technician  
Rochester, MN

Hiring Manager:

In regards to the Maintenance Technician position, would you please take a few moments to look over my resume and references for this job opening? I graduated from RCTC in May 2012 with my Building Utility Mechanic Associate in Applied Science Degree. I currently have my 2<sup>nd</sup> Class A Engineer license for boiler operation. I am also universally certified in refrigeration.

I am a hard worker who is used to manual labor. I enjoy working both independently and as a part of a team. I have experience in performing general building maintenance. I also have a flexible schedule and am unopposed to overtime.

As you can see from my resume, I have held multiple jobs for many years. I work hard to get the job done correctly. Enclosed is my resume. I would enjoy the opportunity to meet in person and discuss how I could benefit the Reichel Foods team. You can reach me by the telephone number listed above.

Sincerely,

William Holmen

# WILLIAM JOSEPH HOLMEN JR

321 East Ave., Spring Valley, MN. 55975

Home: 507-272-0662 - Cell: 507-272-0662 - holmen\_billy3@hotmail.com

## PROFESSIONAL SUMMARY

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Facilities Technician with a 2nd Class A Engineer License as well as an EPA-Certified Universal Refrigeration Certificate . Solid background in customer service. Follow directions well but am also capable of making smart executive decisions.

## SKILLS

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- 2A Steam Boiler License
- Refrigeration Certificate
- Good work ethic
- Able to work long shifts
- Competent with power tools
- Good time management skills
- Good communication skills

## WORK HISTORY

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10/2012 to Current

### Maintenance Technician

**Spring Valley Senior Living** – Spring Valley, MN.

- Monitor water makeup systems and conduct facility boiler operation.
- Repair air handlers and makeup air units.
- Operate hand tools, including saws and drills.
- Repair defective equipment parts.
- Inspect drives, motors and belts.
- I troubleshoot and repair electrical problems.
- Upkeep of facility grounds including snow removal.
- Plumbing repairs, mainly drains, faucets, and toilets.
- Follow routine and preventative maintenance checklists.

05/2012 to 10/2012

### Maintenance Technician

**Best Western Soldiers Field Plus** – Rochester, MN.

- Followed routine and preventative maintenance checklists.
- Pool upkeep including adding chemicals and cleaning.
- Regularly inspected heating ventilation and air conditioning equipment.
- Plumbing repairs including drains, faucets, and toilets.
- Performed electrical maintenance on phone lines, outlets, and circuits by troubleshooting and repairing.

04/2010 to 06/2012

### Sales Associate

**Menards** – Rochester, MN.

- Customer service including answering the phone and assisting the customer in person.
- Operated the computer to locate merchandise.
- Stocking the shelves.
- Organized the overstock items.

12/2007 to 04/2012

### Cook & Shift Leader

**Gold Street Pizza & Grille** – Wykoff, MN.

- Answered the phone to take orders.
- Prepared food including pizzas and grill line items.
- Cleaning of establishment including mopping, sweeping, dishes, and bathrooms.

06/2007 to 08/2011

### Farmhand

**Rob Stier Farms** – Grand Meadow, MN.

- Picked Rock.
- Sweeping out grain bins.
- Minor maintenance on farm machinery.
- Operating the forklift to do various tasks.

## EDUCATION

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2009

**High School Diploma:**  
**Kingsland High School** - Spring Valley, MN.

- Graduated with Honors

2012

**Associate of Applied Science: Building Utilities Mechanic**  
**Rochester Community & Technical College** - Rochester, MN.

- Received my 2A Boilers License
- Universally certified in refrigeration

## REFERENCES

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|-----------------|---------------|--------------|
| ● Rob Stier Sr. | Phone Number: | 507-259-6873 |
| ● Rob Stier Jr. | Phone Number: | 507-251-2956 |
| ● Dan Gehling   | Phone Number: | 507-951-4153 |
| ● Marty Stier   | Phone Number: | 507-259-8768 |
| ● Stuart Smith  | Phone Number: | 507-421-2645 |