

Jessica Claire

📍 100 Montgomery St. 10th Floor 📞 (555) 432-1000 ✉️ resumesample@example.com

PROFESSIONAL SUMMARY

- Reliable Electrician skilled in performing preventive and regular maintenance work on electrical systems. Adapts to new technology and concepts. In-depth knowledge of generators, transformers and circuit breakers. Punctual and hardworking individual dedicated to cultivating excellent relationships with clients.

- Dependable retail sales professional with experience in dynamic, high-performance environments. Skilled in processing transactions, handling cash, using registers and arranging merchandise. Maintains high-level customer satisfaction by smoothly resolving customer requests, needs and problems.

- Agricultural Worker acquainted with use, care and operation of light and heavy agricultural equipment. Trained on safety procedures for handling hazardous materials and operating heavy equipment. Tended to crops and plants while maximizing efforts to prevent pests and crop death using organic methods.

SKILLS

- Inventory Management
 - Security Practices
 - Merchandising and Display
 - Attention to Detail
 - POS Software
 - Strong Communication and Interpersonal Skills
 - Power Cable Connection
 - Installation Management
 - Circuit Continuity Assessment
 - Blueprint Reading
 - Layout Planning
 - Electrical Safety
 - Transformer Connection
 - Parts Fabrication
 - Wire Insulation
 - Electrical Systems Testing
 - Field Sketching
 - Worker Training
 - Grounding Installation
 - Local Codes Compliance
 - Conduit and Pipe Laying
 - Hand and Power Tools
 - Scaffolding and Ladder Work
 - Job Specifications Reading
- Appliance Installation
 - Electrical Wiring and Fixtures
 - Emergency Lighting
 - Decision Making
 - Malfunction Diagnostics
 - Project Management
 - Accurate Measurements
 - Multitasking and Prioritization
 - Wire Wrapping and Cutting
 - Breaker Panel Installation
 - Conduit and Raceway Installation
 - Construction Methods
 - Voltage and Current Meters
 - Vehicle and Equipment Operation
 - National Electric Code NFPA 70
 - Radio and Telephone Communication
 - Self-Motivated
 - Organization and Time Management
 - First Aid/CPR
 - Excellent Communication
 - Training and Development
 - Active Listening
 - Maintenance and Repair
 - Good Telephone Etiquette

WORK HISTORY

AGRICULTURAL WORKER 01/2013 to 12/2016

Forest Preserve District Of Dupage County | West Chicago, IL

- Irrigated farm soil and performed repairs and routine maintenance on pipes and pumps.
- Handled and moved various plants and produce using tractors and wheelbarrows.
- Lifted 200 pounds and displayed superior strength and stamina in harsh weather conditions.
- Operated and serviced farm machinery, implements and farm vehicles.
- Made minor adjustments and repairs to agricultural equipment.
- Maximized performance of water pump equipment by repair and preventive maintenance.
- Increased customer satisfaction by resolving field issues.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Improved operations through consistent hard work and dedication.

ELECTRICIAN 02/2016 to 12/2020

Actionlink | Cypress, TX

- Analyzed blueprints to diagnose potential electrical hazards and carry out risk assessments prior to starting new jobs.
- Installed and wired electrical transformers, service panels, and circuit breakers.
- Planned layout and installation of electrical wiring, equipment and fixtures based on specifications and applicable code.
- Installed, maintained, repaired and tested equipment for electricity generation and utilization.
- Coordinated with other trades and general contractors to facilitate layout of recessed fixtures and architectural lighting.
- Conducted site visits to plan placement of equipment and interconnection to site's existing electrical system.
- Worked with various types of cableways, conduits and other electrical raceways.
- Used testing instruments such as ohmmeters, voltmeters, ammeters and multimeters.
- Launched troubleshooting and tests on equipment post-installation to confirm compatibility and safety of electrical systems.
- Worked from ladders, scaffolds and lifts to install, maintain or repair electrical wiring equipment and lighting fixtures in ceilings, on roofs and on towers.
- Demonstrated expertise in use of cable reels, stripping tools, voltage detectors and wire and cable cutters to complete fast-paced work.
- Inspected electrical systems, equipment and components to identify hazards, defects and repair requirements.
- Read and interpreted electrical, mechanical and architectural drawings and electrical code specifications for wiring layouts.
- Stored and maintained power tools and equipment for each job.

RETAIL SALES ASSISTANT 08/2021 to 11/2022

High Tide | City, STATE

- Used POS system to process sales, returns, online orders and gift card activations.
- Worked closely with shift manager to solve problems and handle customer concerns.
- Helped customers complete purchases, locate items and join reward programs.
- Checked pricing, scanned items, applied discounts and printed receipts to ring up customers.
- Opened and closed store independently and prepared nightly bank drop for manager.
- Refunded payments for returned items, processed exchanges and offered store credit to achieve customer satisfaction.
- Logged reports, expenses, receipts and sales documents into digital database.
- Approached browsing customers to initiate conversations to determine buying preferences.

EDUCATION

High School Diploma 05/2012

North High School, Torrance, CA

Electrical And Power Transmission Installation 08/2014

Long Beach Wyotech, Long Beach, CA

Certified in Energy Efficiency 03/2013

Santa Monica College, Santa Monica, CA