

# Jessica Claire

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

## PROFESSIONAL SUMMARY

Performance-oriented engineering team member conscientious about methodically testing and optimizing electrical schematics. Prepare highly accurate specifications and instructions for commissioning. Meticulous, resourceful and diligent about supporting sustainable designs. Collaborate effectively with designers and production team members to enhance designs of electrical machines, control systems and circuits. Well-versed in both site and laboratory conditions. Highly organized and analytical with good recordkeeping and project management abilities. Efficient and able electronics professional with 5+ years in maintenance field in both electronics technician and management roles. Strong organizational and time management skills. Exceptional bench-level technical skills coupled with team leadership background. Well-versed in machine programming and electrical systems, as well as facility and production maintenance.

## SKILLS

- Precision Instruments
- Records Compilation and Maintenance
- Specialized Testing Equipment
- Blueprint and Schematic Reading
- System Log Maintenance
- Parts Procurement
- Equipment Operation
- Electronics Units Assembly
- Manual Updating
- Codes and Standards Compliance
- Components and Parts Replacement
- Maintenance and Repair
- Attention to Detail
- Variable Speed Drives
- Advanced Mathematics
- Hand Tools
- Critical Thinking
- Production Cost Verification
- Electrical Component Evaluation
- Inventory Maintenance
- Voltage and Current Meters
- Electrical Control Systems Installation
- Industrial Automation
- Engineering Schematic Design
- Programmable Logic Controllers
- Error Troubleshooting
- Judgment and Decision Making

## WORK HISTORY

**ELECTRICAL TECHNICIAN** 08/2016 to PRESENT

Afg Holdings, Inc. | Houston, TX

- Interpreted electric and electronic schematics and mechanical layouts to diagnose equipment problems.
- Measured and read DMM, meggers, micrometers and thickness gauges using electrical and mechanical testing instruments.
- Completed daily inspections of all electronic equipment.
- Operated and maintained electronic transmitting and receiving equipment, as well as digital and analog computers.
- Installed, repaired and tested [System] electrical and electronic systems.
- Installed electrical conduit and wiring for power, controls and lighting.
- Documented all maintenance and repairs performed on equipment.
- Installed and maintained databases on company's server.
- Designed, implemented and administered new back-up program.
- Collaborated with IT department with any networking issues such as printing and data access.
- Checked supportive electrical equipment such as brackets and hangers, making repairs when necessary.
- Controlled and monitored mechanical equipment using computer.
- Reported all unsafe activities, situations and potential hazards to supervisor.
- Adhered to testing procedures while performing standard and specialized evaluations on energized and de-energized circuits.
- Maintained and repaired solenoids and regulators on co-generation systems.

**BEDGE BUILDER AND DIRT CONSTRUCTION** 05/2021 to 05/2021

Welding Construction | City, STATE

- Enhanced team efficiency and multitasking abilities by effectively using hand tools, power tools and equipment.
- Provided first class customer service to meet all deadlines with guaranteed satisfaction.
- Used shovels or heavy equipment to move different materials based on job needs.
- Operated cranes and heavy equipment to grade earth according to engineering design specifications and topographic requirements.
- Safely operated mowers, chain saws, electric clippers, sod cutters and pruning saws to clear construction sites, roadbeds and access roads.
- Managed independent resolutions of site issues to keep workers on-task and prevent more complex issues.
- Organized materials, tools and equipment to supply team members.
- Consulted with customers to understand desires and help each owner meet individual property objectives.
- Read and understood plans and technical documentation for each job.
- Signaled equipment operators to complete proper alignments, movements and adjustments.
- Dug holes, trenches and ditches at desired locations and backfilled completed excavations.
- Clear areas in preparation for laying down asphalt.
- Spread asphalt, gravel and other materials at work locations using variety of tools and equipment.

**AGRICULTURAL WORKER** 04/2007 to 04/2010

Worked For Multiple Farms | City, STATE

- Handled and moved various plants and produce using tractors and wheelbarrows.
- Irrigated farm soil and performed repairs and routine maintenance on pipes and pumps.
- Operated and serviced farm machinery, implements and farm vehicles.
- Branded or tagged livestock with name and grade.
- Made minor adjustments and repairs to agricultural equipment.
- Cared for livestock by cleaning and disinfecting pens and facilities.
- Sprayed fertilizer and pesticide solution to prevent growth and spread of weeds, fungi and harmful insects.
- Examined livestock animals for signs of illness and injury.
- Administered vaccinations to animals to prevent spread of disease.
- Controlled livestock herds by moving to pastures, scales and trucks for transfer to market, slaughterhouse or alternate grazing.
- Conducted pre-shift inspections of equipment and work areas to enhance safety.
- Maximized performance of various equipment by repair and preventive maintenance.
- Worked flexible hours; night, weekend, and holiday shifts.

## EDUCATION

Intro To Engineering Simulations  
CornelIX, Online  
Associate of Applied Science | Aircraft Maintenance 01/2005  
Westwood College of Aviation Technology, Denver, CO  
High School Diploma 05/2002  
Central Catholic, West Point

## CERTIFICATIONS

- Airframe and Powerplant Certificate