

# JESSICA CLAIRE

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

## PROFESSIONAL SUMMARY

Hardworking, bringing 10+ years of experience performing diverse maintenance and repair duties. Dedicated to maintaining optimal equipment functionality by managing routine and complex equipment and facility matters. Strong knowledge of hand and power tool operation and safety measures.

Skilled Maintenance Technician adept at interpreting blueprints, developing schedules and overseeing team operations. Well-versed in managing workflow and delegating tasks to meet objectives. Offering 10+ years of repair and maintenance expertise with proven history of hard work and dependability. Physically fit to do most work possessing necessary knowledge of primary systems including HVAC, plumbing and electrical. Offers 10+ years of experience in maintenance industry and solid commitment to safety. Communicative and easygoing professional skilled in performing minor fixes. Enthusiastic, eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Task at hand. Motivated to learn, grow and excel in the field.

Dedicated, professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Hardworking and passionate job seeker with strong organizational skills. Ready to help team achieve company goals. Excellent reputation for resolving problems and improving customer satisfaction. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## SKILLS

- Parts Lubrication
- Piping Systems Maintenance
- Hand and Power Tool Operation
- Facilities Painting and Repair
- Task Concentration
- Fire Safety Regulations
- Heavy Object Lifting
- Perceptual Speed
- Problem Detection and Resolution
- Mechanical Repair
- Repair Work Planning
- Physical Strength and Stamina
- Wiring Installation and Repair
- Electrical Component Replacement
- Safety Awareness
- Voltage Testers
- Blueprint and Schematic Understanding
- Troubleshooting Strengths
- Facility Upkeep
- Roofing Replacement
- Air Hammers
- Groundskeeping and Landscaping
- Wooden Structure Building and Repair
- Voltage Meters

## EDUCATION

Burnet High School  
Burnet, TX • 03/1999  
GED

## WORK HISTORY

**Christian Care Communities - Maintenance Technician**  
Taylorsville, UT • 08/2021 - Current

- Worked with building managers to assess ongoing needs and plan preventive maintenance and cleaning schedules.
- Removed dirt and lubricated machinery shafts, bearings and gears as part of regular maintenance.
- Inspected fire extinguisher equipment on state-mandated schedule.

**Christian Care Communities - Maintenance Technician**  
Hopkinsville, KY • 06/2020 - 06/2021

- Used problem-solving skills to alleviate issues efficiently with minimal supervision.
- Troubleshoot equipment breakdowns and performed preventive maintenance.
- Followed work orders and specifications for machine and equipment replacement, repair or maintenance.
- Quickly responded to internal service calls regarding malfunctioning equipment and completed repairs.
- Completed daily, weekly and monthly checklists on building equipment to maintain records of scheduled maintenance procedures.
- Worked with building managers to assess ongoing needs and plan preventive maintenance and cleaning schedules.
- Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.

**Highgate Hotels - Agricultural Field Worker**  
Manchester, NH • 06/2018 - 06/2020

- Operated tractors, tractor-drawn machinery and self-propelled machinery to plow, harrow and fertilize soil.
- Used machetes and pruning shears to shear tree tops and limb tips, increasing limb health and improving overall shape.
- Conducted pre-shift inspections of equipment and work areas to enhance safety.
- Assisted with maintenance and installation of irrigation equipment.
- Pulled orders quickly to maintain demanding productivity goals.
- Printed labels, packaged boxes and loaded into outbound containers.
- Removed items from shelves or storage bins and scanned tags.
- Worked from ladders, scaffolds and lifts to install, maintain or repair electrical wiring equipment and lighting fixtures in ceilings, on roofs and on towers.

**Fusion Electric - Electrician**  
City, STATE • 05/2015 - 04/2018

- Worked from ladders, scaffolds and lifts to install, maintain or repair electrical wiring equipment and lighting fixtures in ceilings, on roofs and on towers.
- Worked with various types of cableways, conduits and other electrical raceways.
- Used testing instruments such as ohmmeters, voltmeters, ammeters and multimeters.
- Installed and wired electrical transformers, service panels, and circuit breakers.
- 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.
- Planned layout and installation of electrical wiring, equipment and fixtures based on specifications and applicable code.
- Demonstrated expertise in use of cable reels, stripping tools, voltage detectors and wire and cable cutters to complete fast-paced work.
- Launched troubleshooting and tests on equipment post-installation to confirm compatibility and safety of electrical systems.
- Coordinated with other trades and general contractors to facilitate layout of recessed fixtures and architectural lighting.
- Analyzed blueprints to diagnose potential electrical hazards and carry out risk assessments prior to starting new jobs.
- Owned and addressed client needs and product issues from inception to resolution.