

JENNIFER KIKUCHI

(808) 206-4268 | jkikuchi808@gmail.com | Honolulu, HI

SUMMARY OF QUALIFICATIONS

- Skilled in consulting with a variety of clients to design, deliver, and deploy technical solutions
- Possess advanced knowledge in project analysis, planning, administration, and budgeting
- Experienced in working closely with a team of professionals to provide high quality sources

PROFESSIONAL SKILLS

- Troubleshooting & Problem Solving
- Resource & Project Management
- Time Management & Scheduling
- Self Improvement & Goal Setting

EXPERIENCE

Trane Technologies Honolulu, HI
Controls Technician October 2018 ~ Present

- Commission, test, and program complex electronic HVAC systems integrated throughout major projects
- Working with customers on project scheduling and giving customer training on BAS (Building Automation System)
- Coordinates with Project Manager or team leader on forecasting labor, installation issues, materials, and budget
- Engineer drawings and submittals based upon Specifications, Plans, estimation

D. Suehiro Electric Honolulu, HI
Project Manager/CAD Operator/Bid Coordinator March 2018 ~ October 2018

- Design and drafting support to Project Managers for high voltage electrical
- Managed incoming RFPs, plans, addendums, and specifications
- Prepared and sent proposals for bids, work orders, and change orders
- Managed materials, RFIs, schedules, and coordination on projects ranging up to \$70,000+
- Provided guidance to team and other project managers

Willard Healthcare Solutions Aiea, HI
Senior Estimator November 2017 ~ March 2018

- Collected and analyzed data, Request for Proposals (RFP), and scope of work for commercial and government bids
- Estimated the time, money, materials, and labor for turn-key solutions and low voltage specifications
- Lead bid reviews with the Designers and Project Managers
- Searched for new opportunities to bid and grow the company revenue

- Drawn as-built, riser, and shop drawings for the nurse call system

VT Group

Aiea, HI

Telecommunications Technician I

November 2015 ~ September 2016

- Configured and supplied technical support for ASCOM Telligence nurse call systems
- Adjusted, calibrated, aligned, and modified circuitry and components

Estimator 1

September 2016 ~ October 2017

- Collected and analyzed data from government, commercial, city, and state proposal packages
- Drawn as-built, riser, and shop drawings for the nurse call system

EDUCATION

Chaminade University of Honolulu

December 2014

Bachelor of Science: Computer Science

CERTIFICATES

- ★ Python for Data Science: Fundamentals (Dataquest)
- ★ Python 101 for Data Science (edX, IBM)
- ★ Intermediate Python (DataCamp)

TECHNICAL SKILLS

Programming: Python, Block Programming, HTML, CSS, Javascript, SQL

Office Applications: Microsoft Office Applications, Google Suite, AutoCAD 2013, and Bluebeam Revu 2016; Mac & Windows OS

Computer networking: TCP/IP, wireless, LAN/WAN; sensor programming & switching