

# JOHN HULL

## PROJECT COORDINATOR

### Career Objective

Quality-oriented professional with 10+ years of experience and a proven knowledge of data entry, project planning, and staff training and development. Aiming to further expand my knowledge in more fields that I have a deep interest in.

### Contact

✉ john.alex.hull@gmail.com

☎ (949) 331-2977

📍 Rancho Santa Margarita, CA, 92688

### Education

**TRABUCO HILLS HIGH SCHOOL**  
Rancho Santa Margarita, CA  
High School Diploma (Jun 2011)

### Additional Skills

Proficient in Solidworks, Microsoft Office, and Photoshop.

### Experience

**Mar 2017 - Feb 2020**

#### PROJECT COORDINATOR

*Applied Medical, Rancho Santa Margarita*

- Being an intermediary for the maintenance team with other departments
- Was in charge of implementing the digital transfer of a paper based maintenance system to digital system
- Maintain the quality of all maintenance records, and communicate with other departments to ensure proper procedures were being followed

**Jun 2014 - Mar 2017**

#### TEAM LEADER

*Applied Medical, Rancho Santa Margarita, CA*

- Maintain the quality of all maintenance records
- Trained employees on job procedures
- Building reputations with outside vendors and managing parts inventories
- Operate machinery and heavy equipment, such as forklifts

**Sep 2012 - Jun 2014**

#### MAINTENANCE TECHNICIAN

*Applied Medical, Rancho Santa Margarita, CA*

**Sep 2010 - Sep 2012**

#### CALIBRATION TECHNICIAN

*Applied Medical, Rancho Santa Margarita, CA*

**Jun 2010 - Aug 2010**

#### ELECTRICAL MAINTENANCE (INTERNSHIP)

*Applied Medical, Rancho Santa Margarita, CA*

**Jun 2009 - Aug 2009**

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**ENGINEER (INTERNSHIP)**

*Applied Medical, Rancho Santa Margarita, CA*

- Coordinate with and consult other workers to design, lay out, or detail components and systems and to resolve design or other problems.

## References

References available upon request