

Mary Wilson

Richardson, TX

-Email me on Indeed: <http://www.indeed.com/r/Mary-Wilson/c712afbc60c7debc>

Seeking position using training learned in various positions, including but not limited to Electro-Mechanical Assembly and Customer Service and Sales. Have assembly, wiring, printing, people skills and organizational skills plus computer knowledge.

Skilled in the use of Power Tools including, impact guns, drills, air ratchets, whirlwind saw, jig and band saws, punch, shear, and crimpers both semiautomatic and manual. Computer knowledgeable and can use various types of printers.

Work Experience

Electrical/Mechanical Assembler

BENNING POWER & ELECTRONICS

January 2009 to November 2019

ASSEMBLER

Mechanical assembly and wiring of various Power Components including Power Supply Systems, Traction Chargers, Rectifiers, Inverter Systems, Converters, Monitoring and Controlling Systems. Mainly Responsible for sub-assemblies that were either installed in Cabinets in house or shipped to customer locations.

Electrical Assembler

MCI MOTOR CONTROLS

August 2007 to December 2008

Wired Electrical Panels with multiple components using schematics. Built small sub- assemblies using drawings, wire lists and photos.

Electrical Mechanical Assembler

AEROTECH TEMP SERVICE

March 2007 to August 2007

Worked various assembly jobs for service. Assembled spotlight components, and medical Equipment.

Electrical Assembler

SIEMENS ENERGY & AUTOMATION - Grand Prairie, TX

February 2000 to December 2006

Mechanical assembly of electrical switchboards, panel boards and low voltage switchgear. This included installation of electrical components in subassemblies, wiring of subassemblies and installation of subassemblies into switchboards and completing the wiring of the section. Worked on the line for 2 yrs before being promoted to making production packets for the wiring area. This included processing all paperwork needed to assemble the product including elevations, wiring diagrams, wire lists, schematics

and printing out labels for the jobs from various programs on the computer. Held this position for four 1/2 yrs

Customer Service Representative

Airtouch Paging - Lewisville, TX

May 1999 to January 2000

Responsible for sales and activation of individual and corporate pager accounts.

Received inbound and placed outbound calls performing various duties including activation, trouble shooting technical problems, and taking payment for pager accounts.

Electrical Assembler

Cutler-Hammer - Grand Prairie, TX

October 1994 to May 1999

Assembled electrical switchboards, structures, meters, chassis, utility compartments, and installed the subassemblies. Made all of the bus bar connections and wired as required. Fitted covers and shipped structures. Utilized computers to research and print work instructions and drawings to build by.

Assembler

McGaws (Contract Position) - Carrollton, TX

June 1994 to October 1994

Assembly of Medical I.V pumps. Worked in all phases of assembly, mostly small parts, PC stuffing and assembly of doors and airways.

Stocker/order Puller

Nieman Marcus Direct - Las Colinas, TX

March 1994 to October 1994

Stocked incoming merchandise into warehouse using R.F. guns and computers to log in merchandise and location. Pulled orders placed by customers for shipping. Also, helped out in packing.

Repair Technician

Executive Instruments (Contract - Addison, TX

April 1994 to June 1994

Repair of aircraft units. Modifying, rewiring, toning, and terminations of wire routing. Basic updating of units for night vision, also stripped off paint and resealed units using a stand up drill and blow torches.

Assembler

Abbott Laboratories - Irving, TX

July 1993 to October 1993

Performed rework and touch-up on PC boards following flow solder procedure.

Installed sensitive parts that could not be flowed. Prepared small parts and performed Quality Control on completed boards.

Tropical Plant Technician

Plantscaping - Carrollton, TX

January 1993 to July 1993

Maintained tropical plants in mall, office buildings, and private homes. Made installations in new locations and performed pest and disease control. Responsible for maintaining contact with clients.

Electrical Mechanical Assembler

Boeing Defense and Space - Irving, TX

January 1991 to April 1992

Prepared, assembled, and installed electrical and electronic components. Made connections required to complete assemblies. made resistance or continuity checks.

Preformed any required soldering and used crimp tools, both semi-automatic and manual

Education

Some college in Business

Prairie View A&M University - Prairie View, TX

August 1981 to December 1982

Skills

- Research
- Stocking
- Aircraft maintenance
- Organizational skills
- Cold calling
- Cabinet installation
- Low voltage
- Packaging
- Customer service
- Quality control
- Power tools
- Warehouse experience
- Computer operation
- Sales
- Assembly
- Soldering
- Order picking
- Electrical experience