***Objective***

Obtain a position within your company that allows me to enhance and develop new skills, and to be utilized at your highest expectation in today’s society.

***Professional Summary***

|  |  |  |
| --- | --- | --- |
| * Customer Service * Clerical Skills * Maintenance Technician | * Organization * Teamwork * General Office Skills | * Communication Skills * Decision Making Skills * Expeditious Learner |

***Professional Experience***

**GENERAL LABOR**

* Maintain a clean and organized work area at all times.
* Able to take instructions from Team Leaders and Supervisor.
* Responsible to being familiarized with company standards and policy.
* Complete task to highest Company standards, to ensure optimum customer satisfaction.
* Urgency regarding production - meeting deadlines.

***Employment History***

**Continental Management**  – Bingham Farms, MI

Electrical ◆ Plumbing ◆HVAC Repair ◆Drywall Repair ◆ Carpentry ◆ Troubleshoot ◆Grounds

On-Call Duty ◆Prioritize and organize working area.

**Maintenance Technician, October 2014 – September 2016**

**Hartman & Tyner** – Southfield, MI

Electrical ◆ Plumbing ◆HVAC Repair ◆Drywall Repair ◆ Carpentry ◆ Troubleshoot ◆Grounds

On-Call Duty ◆Prioritize and organize working area.

**Maintenance Technician, September 2016 – August 2019**

**Volkswagen Group of America** – Chattanooga, TN

Familiarize with Manufacture Process ◆ Body Shop ◆Adhere to Company Safety Policy ◆ Attention to Quality ◆ Problem Solving ◆Prioritize and organize working area.

**Production Team Member, September 2021**

***Education***

**ROSA PARKS TESTING CENTER**

**High School Equivalency Certificate, June 2009**

**NORTHWESTERN TECHNOLOGICAL INSTITUTE**

**HVAC/R Certificate, August 2013 – October 2014**