**Name**

**Address**

**Phone**

**Email**

**Employment Summary-**

**Diamond Products**- Sales Staff

* Assisted customers in determining the proper products to meet their requirements, processed orders and prepared sales quotes and coordinated with manufacturing departments to place orders into production schedule.
* Documented product performance in the field and reported results to manufacturing supervisors to effect changes if necessary.
* Performed QA testing when needed and wrote QA reports for submission to customers.

**Machine Company**: Mining Parts Division- Purchasing / Sales

* Expanded supplier chain to include non OEM vendors; avoiding excessive markups due to OEM rebranding of equipment parts and increasing margins on overseas resale.
* Conducted all research necessary to determine original manufacturer of equipment parts and to ensure that any item being re-sourced was identical to the OEM part.
* Purchased parts for customer orders and assisted shipping department in assembling orders and completing export documents.

**Remarketing-** Biomedical Department

* Performed both in-house and field repairs, calibration and testing of medical equipment intended for resale or as part of contracted maintenance with client facilities.
* Maintained repair documentation, testing and calibration logs and maintenance histories for both client and purchased equipment.
* Purchased necessary parts and material needed to complete repairs.

**Electric**- Electrician & Office Staff

* Installed new electrical, telecom, and fiber optic wiring and distribution equipment, electric service entrances and metering cabinets.
* Performed trouble-shooting and repairs on existing systems.
* Prepared bids, estimates and proposals, completed as-built documentation and other administrative tasks.

**Contracting-** Independent

* Installation, repair and testing of aerial CATV distribution cabling, power supplies, amps and taps.

**Education**- B.S. Communications Clarion University of Pennsylvania 1992