

Riley Litchfield

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Objective

Seeking a full-time position as a web developer.

Education

Lone Star College

Associate of Science in Electrical Engineering

GPA: 3.34

Member: *Society of Math and Engineering*

Experience

Laboratory & Office Manager: *Microtec Services, Inc.* September 2017 – Present

- Calibrated gamma & liquid scintillation counters on a weekly basis to ensure accurate measurement & analysis of radiation leak tests
- Calibrated radiation survey meters for customers using radioactive source & assisted with survey meter repairs using hand tools & power tools
- Produced work orders and furnished calibration certificates
- Processed radiation leak tests for customers on a weekly basis, compiled & analyzed the data and sent results to customers
- Kept customer's radioactive source and radiation meter calibration data updated in Access database
- Processed invoices & estimates via QuickBooks accounting software
- Assisted with almost every aspect of running the business
- Conducted shipping and receiving operations
- Built and launched company website

Industrial Sales Internship: *OM Industrial Products* June 2017 – August 2017

- Processed purchase orders via e-mail & telephone using SQL database software
- Helped with general office tasks, such as filing, scanning, etc.
- Assisted with almost every aspect of running the business
- Helped with boxing & shipping products
- Assisted with accounting (AR/ AP)

Sales Associate: *Advance Auto Parts* April 2016 – March 2017

- Assisted customers by finding the right solution to their particular issue
- Sold automotive products
- Offered customers suggestions and advice