1. Estimated costs of repairs based on parts and labor requirements.
2. Reassembled and tested equipment after repairs.
3. Recommended changes in circuitry or installation specifications to simplify assembly and maintenance.
4. Located and removed or repaired circuit defects such as blown fuses or malfunctioning transistors.
5. Adjusted, repaired or replaced defective wiring and relays in ignition, lighting and safety control systems using electrician's tools.
6. Conducted, maintained, tested and repaired [Type] and [Type] electronic components, parts, equipment, and systems.
7. Reviewed building diagrams and blueprints to determine errors in electronic equipment installations.
8. Analyzed and interpreted test data and adjusted, calibrated and aligned circuitry.
9. Maintained equipment service records.
10. Conferred with customers to determine nature of malfunctions.
11. Created plans and communicated deadlines to ensure projects were completed on time.
12. Maintained excellent attendance record, consistently arriving to work on time.
13. Served customers in a friendly, efficient manner following outlined steps of service.
14. Used critical thinking to break down problems, evaluate solutions and make decisions.
15. Conducted research, gathered information from multiple sources and presented results.
16. Offered friendly and efficient service to all customers, handled challenging situations with ease.
17. [Type] hardware proficiency
18. Collaborated with [department or management] to achieve [result].
19. Resolved conflicts and negotiated mutually beneficial agreements between parties.
20. Actively listened to customers' requests, confirming full understanding before addressing concerns.