1. Trained [Number] employees to use and maintain equipment safely and according to manufacturers recommended schedules.
2. Listed work performed on each unit in order to properly invoice customers.
3. Adhered to company standards and manufacturer guidelines for each repair.
4. Measured revolutions per minute (rpm), amperage and voltage of units or parts to diagnose problems using ammeters, voltmeters and other testing devices.
5. Collected information to correctly file warranty claims.
6. Distributed ordered components to appropriate technicians to complete repairs.
7. Recorded repairs required, parts used and labor time.
8. Conducted, maintained, tested and repaired [Type] and [Type] electronic components, parts, equipment, and systems.
9. Analyzed and interpreted test data and adjusted, calibrated and aligned circuitry.
10. Reviewed building diagrams and blueprints to determine errors in electronic equipment installations.
11. Proved successful working within tight deadlines and fast-paced atmosphere.
12. Recommended changes in circuitry or installation specifications to simplify assembly and maintenance.
13. Inspected and tested equipment to locate damage or worn parts.
14. Resolved conflicts and negotiated mutually beneficial agreements between parties.
15. Evaluated OEM manufacturer schematics and service documentation to identify parts to order.
16. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
17. Identified issues, analyzed information and provided solutions to problems.
18. Used coordination and planning skills to achieve results according to schedule.
19. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
20. Served customers in a friendly, efficient manner following outlined steps of service.