**VALERIE SUNDMAN**

748 Casa Real Ct. Vista, CA 92083

Phone (858) 344 -8838 **·** E-mail [valeriec@san.rr.com](mailto:valeriec@san.rr.com)

**Work history**

06/12-08/12 NAVFAC SW Public Works **-** **Clerk**

* Provided overview of contract and task orders in NAVFAC SW Public Works department insuring inventory was up to date in records.
* Updated Microsoft Excel tracker of pending/closed out contracts according to fiscal year.

12/07-08/11 United States Marine Corps - **Aviation Electronics Technician**

* Test and troubleshoot instruments, components, and assemblies, using circuit testers or voltmeters.
* Keep records of maintenance and repair work.
* Install, adjust and repaired electrical and electronic components, assemblies, and systems in aircraft, using hand tools, power tools, or soldering irons.

**Knowledge, skills and abilities to support available position:**

* I am great at multitasking, time management and also have great organizational skills.
* Proficient in providing technical assistance to veterinary staff as and when needed.
* Good understanding of animal behavior and related problems.
* Dependable, hard worker always willing to learn.

**Education**

Platt College, San Diego, CA – Associate of Applied Science Graphic Design

Platt College, San Diego, CA – Working towards Bachelor of Science: Media Arts (area of study: Web Design and Development)

**U.S. MILITARY SERVICE INFORMATION**

Active Duty: 08/2006 to 08/2011 - U.S. Marine Corps

**Honorable Discharge**