

SAM SMITH

123 Any Street ▪ Any Town, USA 12345

Mobile Telephone: 123.456.7890 ▪ Home Telephone: 123.456.7890 ▪ Email: samsmith@hotmail.com

SENIOR-LEVEL AUTOMOTIVE MAINTENANCE TRAINER, INSTRUCTOR, AND SUPERVISOR

Instructional Design & Delivery/Classroom Facilitation & Training/Staff Development & Management

PROFESSIONAL PROFILE

A highly skilled, conscientious, and solutions-focused Technical Trainer, Instructor, and Advisor offering 20 years of increasing responsibilities and diverse automotive and manufacturing experience with both commercial and military equipment and operations. Proven ability to direct high-performance teams, develop constructive relationships with a broad and diverse group of cross-functional business partners, and build consensus around decision-making and problem-solving. A skilled communicator, facilitator, presenter, and team-builder able to successfully prioritize workflow, field and resolve issues, manage multiple and concurrent projects and responsibilities, and meet and exceed challenging goals and objectives. Superior interpersonal, analytical, organizational, trouble-shooting, and assessment skills. Strong written, oral, and technical aptitude. Microsoft Office Proficient. Active Security Clearance.

CORE COMPETENCIES

- *Staff Supervision/Training*
- *Installation & Calibration*
- *Classroom Facilitation*
- *Inventory Management*
- *Blueprint Interpretation*
- *Parts/Assemblies Analysis*
- *Test Administration*
- *Quality Assurance/Control*
- *Performance Assessments*
- *Curriculum Development*
- *Design/Modification/Fabrication*
- *Service/Repair/Adjustments*
- *Safety/Regulatory Compliance*
- *Electrical/Mechanical Repairs*
- *Power Generation Equipment*

EDUCATION

Coursework Completed Toward a Bachelor of Science Degree in Information Technology
Santa Rosa Community College, Santa Rosa, California; Projected Graduation Date: January 2011

LICENSURE

- Maryland State Class "A" License (CDL) - Active ▪ Military Drivers License - Active

PROFESSIONAL DEVELOPMENT/ADVANCED TRAINING

- Advanced Systems Approach To Training (ASAT) ▪ Designing Digital Training Aids ▪ Environmental Awareness
- Hazards Waste Control ▪ M1A1/M1A2 GS/DS Maintenance ▪ Senior Training Instructor (ITC, AITC)
- Trainer Middle Management

MILITARY SERVICE

- Sergeant First Class (E7) United States Army - Honorably Discharged

PROFESSIONAL EXPERIENCE

ABC Company Any Town, USA Dec. 2003 - Present
Training Specialist III/Contractor - Power Generation Division

A leading provider of information technology (IT), systems engineering, professional services, and simulation and training to customers in the defense, intelligence, homeland security, health, federal civilian government, state and local government and commercial sectors.

- Served as the Technical and Training Advisor to the Director as well as a Team Manager for the power generator section.
- Delivered quality training and provided professional instruction on basic and advanced electrical fundamentals, electrical diagrams, electrical schematics, equipment components, systems functional use and repair, basic and advanced electrical and mechanical troubleshooting, equipment maintenance, and repair of power generator equipment, both digital and analog.
- Managed and conducted classroom instruction and shop-floor training including Preventive Maintenance Checks and Services (PMCS) and correct use of all Test, Measurement, and Diagnose Equipment (TMDE).
- Monitored, assessed, and evaluated students' performance regularly; analyzed performance trends and developed training tailored to respond to requirements.
- Developed and presented curriculum and designed and administered tests; utilized various delivery methods including lectures, skill practice, visual aids, practical examples, and case studies.

PROFESSIONAL EXPERIENCE (CONTINUED)

- Conceived creative training processes to stimulate growth and development; identified areas in need of improvement and provided a comprehensive strategy to increase overall production.
- Referenced, interpreted, and applied information disseminated from mechanical, electrical, and other relevant automotive schematics.
- Enforced all safety and environmental policies.

ABC Company**Any Town, USA****Jul. 2003 - Dec. 2004***Training Specialist II/Contractor - Wheel and Track Division (Oct. 2003 - Dec. 2004)**Training Specialist II/Contractor - Power Generation Division (Jul. 2003 - Oct. 2003)*

ABC Company designs, integrates, maintains, and upgrades state-of-the-art systems for national defense, intelligence, emergency response, and other high priority Government missions. They are a leading provider of information technology solutions and advanced engineering services to Government clients with over 100 offices serving more than 1,000 customer organizations worldwide.

- Trained over 2300 personnel on an annual basis; monitored and evaluated all students' progress and performance through practical exercises, Job Performance Tests (JPT), and Job Knowledge Tests (JKT).
- Employed the Automated Systems Approach to Training (ASAT); revised and updated lesson plans, supplemental training materials, performance-based, and written tests.
- Managed and conducted automotive maintenance training and instruction to:
 - Advanced Individual Training Soldiers (AIT), National Guard, Reservist, and International Students on a variety of systems including Multiple Launch Rocket System (MLRS), BFVS, M113 Series, Medium Recovery Vehicle (M88A1/M88A2), Wheel Vehicles FMTV Series, Hummv Vehicles, PLS Series, and Heavy Equipment Transporter (HET) with trailers.
 - On basic and advanced electrical troubleshooting fundamentals, electrical diagrams, electrical schematics, and component locations and use.
- Performed all phases of maintenance on equipment including the proper replacement or repair of 5kw through 100kw generators.
- Conducted Preventive Maintenance Checks and Services (PMCS), equipment components and their use, the correct use of all Test, Measurement, and Diagnostic Equipment (TMDE), and the troubleshooting and repair of power packs, removal and installation.
- Diagnosed and repaired starting and charging systems, repaired and replaced brake systems, and diagnosed and repaired components of fuel systems.
- Conducted basic instruction and practical exercises in the troubleshooting and repair of high voltage areas and associated components.

ABC Company**Any Town, USA****Oct. 2002 - Jul. 2003***Heavy/Light Automotive Technician*

A supplier of high quality, cost effective technical services utilizing the optimal mix of resources including Communications, Command & Control, Management Information Systems, Logistics Management, Test & Evaluation, and Operations & Maintenance Management Systems.

- Coordinated, conducted, and managed heavy-to-light wheeled and tracked equipment inspections.
- Troubleshoot, repaired, and rebuilt a variety of small and large diesel and gasoline engine assemblies and automatic and standard transmissions.
- Diagnosed and restored fuel injection type pumps, a variety of fuel lines, carburetors for old type engines, and electrical system components.
- Refurbished and replaced vehicle bodies, frames, and suspension components.
- Managed shop operations on a daily basis; oversaw all work orders, procured repair parts and supplies, prepared daily man hours reports, and enforced all safety and environmental regulations policies.

References and Supporting Documentation Furnished Upon Request