

# JANE SMITH

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## MAINTENANCE WORKER/MECHANIC WITH 18+ YEARS OF INDUSTRY EXPERIENCE

Preventative Maintenance & Repair/Facility & Property Preservation/Safety Systems & Inspections

### PROFESSIONAL PROFILE

A highly trained, self-directed, and conscientious Maintenance Worker/Mechanic with close to two decades of comprehensive experience as a skilled tradesman in a variety of capacities and environments. Recognized as a performer, accustomed to working under fast-paced, high-volume, time-sensitive conditions. Ability to manage multiple responsibilities simultaneously, proactively resolve issues, and consistently exceed established goals and objectives. Team player recognized for capacity to thrive in both independent and collaborative work environments with a propensity to establish and maintain solid relationships with co-workers, customers, contractors, and management. Exceptional investigative, analytical, troubleshooting, and problem-solving skills. Strong written and oral aptitude.

### CORE COMPETENCIES

- Facility/Building Maintenance
- Electrical/Mechanical Repairs
- Component/Parts Restoration
- Safety Systems/Inspections
- Customer Service & Support
- Hand/Power Tool Operation
- Equipment/Appliance Repair
- Installations & Renovations
- Plan/Blueprint Interpretation
- Heavy Equipment Operation
- Parts Pricing & Purchasing
- Property Preservation
- Skilled Maintenance/Repair
- Project Planning/Management
- Welding & Metal Fabrication
- Hydraulic Component Repair
- Contractor/Vendor Relations
- Plumbing/Carpentry/Painting

### PROFESSIONAL CHRONOLOGY

ABC Company Maintenance Mechanic	Any Town, USA	Oct. 2010 - Present
ABC Company Maintenance Worker/Mechanic - Facility Support	Any Town, USA	Jun. 1993 - Mar. 2010
ABC Company Electrical Panel Builder	Any Town, USA	Oct. 1999 - Aug. 2001

### KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- Performed a variety of skilled maintenance, refurbishment, and repair work on buildings and equipment; facilitated, monitored, and carried out the full range of equipment repair including installation, unsupervised maintenance, troubleshooting, servicing, and testing.
- Conducted equipment and component inspections, functional checks, and preventive maintenance; removed, repaired, reassembled, and replaced components and systems.
- Responded to equipment break downs and swiftly restored critical equipment in emergency situations including power outages.
- Provided detailed technical insight, guidance, and assistance; interpreted inspection findings and initiated, recommended, and implemented a comprehensive course of action.
- Directed crews of up to five (5) employees; planned staff schedules to ensure adequate manpower coverage.
- Presided over and managed multiple assignments; consistently met deadlines on time and under budget.
- Organized job sites and priced, ordered, and coordinated the delivery of materials; estimated time and materials on a per-job basis and accounted for thousands of dollars in equipment/resources.

#### Primary Projects:

- Maintained direct responsibility over all buildings and equipment at the ABC facility in Any Town, USA as well as outlying facilities throughout Eastern Washington, Idaho, and Montana including all breakdowns, repairs, preventative maintenance, and inspections; performed general facility maintenance/preservation.
- Converted signage - ABC Store.
- Installed and repaired overhead doors - ACB Company, ABC International, ABC Local.
- Installed dock levelers - ABC Paper.
- Fabricated and installed wrought iron fencing - ABC Casino.
- Installed and maintained conveyor systems - ABC Company, ABC International, ABC Local.
- Installed a security camera system - ABC Company.
- Designed and fabricated a custom pollen harvester - ABC Company.

### EDUCATION

Coursework Completed Toward an Associates Degree - Spokane Community College, Spokane, Washington