**SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

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**MAINTENANCE TECHNICIAN**

Strong mechanical aptitude and skilled in welding, commercial wiring, and machinery processes. Experience ensuring efficient system functioning and following safety compliance. Detail-oriented with excellent customer service, communication, and problem-solving skills.

**EDUCATION**

Harper College, Palatine, IL

**Pursuing Maintenance Mechanic II Certificate** Expected May 20xx

**Maintenance Mechanic I Certificate** May 20xx

**RELEVANT COURSEWORK**

Welding Commercial Wiring Machining Processes

Manufacturing Maintenance Plumbing Systems Maintenance Manufacturing and Safety

Print Reading Refrigeration Fundamentals Small Equipment Maintenance

**EXPERIENCE**

**Maintenance Technician Assistant** February 20xx to Present

YMCA, Elgin, IL

* Repair hardware, plumbing and electrical equipment including toilets, drains, lighting, heating, and air conditioning systems
* Monitor and perform system tests on fire alarm and safety systems
* Read, track, and interpret readings from meters, gauges, and other units to maintain log of day’s activities and problems
* Review daily work order priorities with supervisor at the beginning of each shift
* Respond to after-hours facility emergencies

**Driver / In-shopper** March 20xx to January 20xx

Jimmy John’s, Schaumburg, IL

* Picked up orders, planned delivery routes, and delivered sandwiches within guaranteed time period to provide outstanding customer service
* Took sandwich orders over phone and in person and accepted payment for orders

**VOLUNTEER EXPERIENCE**

**Campground Building Restoration Project** April 20xx to Present

Elgin Park District, Elgin, IL

* Assist in restoration of campground’s cottages and public buildings by painting walls, replacing rotted wood, and fixing broken windows
* Track inventory of roofing and siding materials to ensure supplies are available to complete projects