

SAMPLE STUDENT

Palatine, IL 60067

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MAINTENANCE TECHNICIAN

EDUCATION

Harper College, Palatine, IL

Pursuing Maintenance Mechanic II Certificate

Maintenance Mechanic I Certificate

Expected May 20xx

May 20xx

RELEVANT COURSEWORK

Welding

Manufacturing Maintenance

Print Reading

Commercial Wiring

Plumbing Systems Maintenance

Refrigeration Fundamentals

Machining Processes

Manufacturing and Safety

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, charted 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, replacing rotted wood and fixing broken windows
- Inventory roofing and siding materials to ensure enough material available to complete project