

KEVIN ROMANOFF
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OBJECTIVE

To find position in the field of **Maintenance Technology**

EDUCATION

Harper College, Palatine, IL
Commercial Maintenance Certificate
Basic Maintenance Certificate

Expected May 20xx
May 20xx

RELEVANT COURSEWORK

Welding	Electrical Wiring	Prints and Schematics
Carpentry	Plumbing	Heating Principles
Machine Processes	Refrigeration Fundamentals	Small Equipment Maintenance

EXPERIENCE

Maintenance Assistant

YMCA, Elgin, IL
20xx to Present

- Assist in maintenance of all facilities, grounds and equipment to ensure safety of members and staff including performing preventative maintenance and repairs
- Maintain inventory of custodial supplies and keep supplies stored safely
- Review daily work order priorities with supervisor at the beginning of each shift
- Respond to after-hours facility emergencies

Driver / In-shopper

Jimmy John's, Schaumburg, IL
20xx to 20xx

- 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

Elgin Park District, Elgin, IL
Campground Building Restoration Project
20xx to Present

- 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