

## ENGINEERING AIDE

### Professional Summary

Resourceful Facilities Tech with solid background in preventative maintenance repair. Talented Facilities Tech with more than 3 years of experience developing and executing maintenance programs. Excellent troubleshooting skills. Detail-oriented professional with strong technical skills and the ability to learn concepts quickly. Highlights q Mechanically-inclined q Diagnosis and repair q Skilled concrete finisher q Preventative maintenance q Dexterous with hand tools q Suspension and alignment q Strong attention to detail q Brake systems expertise q Troubleshooting q Brake repair and replacement q Responsible and reliable q Strategic thinker q Excellent problem solver q Self-starter q Decisive q Critical thinker Accomplishments Machine Troubleshooting q Performed effective troubleshooting of [machines/systems] [number] per [week/month/year]. Repaired broad range of [machines or systems] including, [types of machines or systems] using [tools]. Problem Diagnosis q Used operational knowledge of systems, parts and components to solve problems that arose during assembly. Documentation q Reported and documented unsafe conditions, equipment and/or injury. Training q Responsible for providing vision and guidance to a group of 20 construction employees, training them on sufficient project plans and procedures. Equipment Maintenance q Performed routine maintenance on equipment on as-needed basis. Inventory Control q Restocked and organized items as necessary and as directed. Machine Repair q Detected machine malfunctions and problem-solved accordingly. q Repaired, maintained and replaced parts on dies.

### Skills

### Work History

Engineering Aide , 12/2006 to 04/2009

Company Name â€“ City , State

- Aided other departments in the development of plans and cost estimates on road, parking lot and drainage projects. Computed load and grade requirements and material stress factors to determine design specifications. Wrote daily detailed reports logging work progress for quality assurance purposes. Completed all repairs and maintenance work to company standards. Planned work and determined appropriate tools and equipment. Took care of facility equipment, grounds, roads and fences.

Service Technician , 08/2004 to 12/2006

Company Name â€“ City , State

- Followed checklists to verify that all important parts were examined. Serviced air conditioning, heating, engine- cooling and electrical systems. Rebuilt faulty assemblies, including steering systems and linkages. Examined vehicles to determine the extent of damage or malfunctions. Specialized in servicing brakes and fuel systems. Communicated with customers regarding vehicle issues and potential repairs. Repaired and replaced belts, hoses and steering systems. Executed all phases of power system tear down and repair. Operated pneumatic tools and air compressors. Removed and replaced tires, shocks, struts and brakes. Contributed to repeat and referral business by using strong customer service and problem solving skills. Repaired and replaced radiators and water pumps. Organized work records and filed reports. Transported customers to and from the shop for the customer service program.

Concrete Finisher , 05/1997 to 07/2004

Company Name â€“ City , State

- Shaped and built roads using large construction equipment. Operated a bulldozer to properly deploy waste products at compactors. Documented daily equipment inspections and submitted daily inspection forms to supervisor. Performed daily maintenance to the machine cab and wheels. Operated equipment safely and efficiently at all times. Serviced and maintained vehicles and heavy equipment. Correctly used aggregate sizes and classifications for all road construction. Listened to warning alarms and responded accordingly. Loaded proper materials while abiding by all safety and legal standards. Obtained proper signatures as required. Monitored various gauges during vehicle operation and investigated and repaired any abnormalities. Operated and maintained a forklift truck in a safe and efficient manner. Retained shop order segregation during yard movement. Set and read grade stakes to construct roads, parking lots, building pads, landfills and sediment ponds. Executed daily pre-trip and post-trip inspections and documentation in compliance with DOT guidelines and company policies. Completed all repairs and maintenance work to company standards. Counted and verified orders picked to ensure accuracy. Planned work and determined appropriate tools and equipment.

05/1989 to 06/1996

Company Name

- Followed checklists to verify that all important parts were examined. Organized work records and filed reports.

### Education

Diploma : General Studies , 1 1986

Maury High School - State

General Studies

Industrial Maintenance Industrial Engineering, Production Engineering, Mechanical Engineering and Engineering Welding Fabrication, Industrial and Tool Manufacturing Technology and Process Technology , Lamar Institute of Technology - City , State

GPA: GPA: 4.0 Industrial Maintenance GPA: 4.0 Industrial Engineering, Production Engineering, Mechanical Engineering and Engineering Welding Fabrication, Industrial and Tool Manufacturing Technology and Process Technology

### Skills

customer service, customer service, documentation, forklift, forms, legal, materials, policies, problem solving skills, progress, quality assurance, read, repairs, safety, struts, supervisor, tear