



ISABELLA CLARK

Project Technician

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🌐 www.qwikresume.com

SKILLS

Technical Carpentry



Project Plumbing



Hvac Systems Management



Field Testing



Installation Skills



Quality Assurance



INTERESTS

- ★ Surfing
- 🥋 Martial Arts
- 👤 Community Service
- 📝 Blogging

STRENGTHS

- ⌚ Patience
- 🏔 Perseverance
- 📅 Planning
- ⚙ Positivity

LANGUAGES



ACHIEVEMENTS

- ★ Successfully coordinated over 50 project inspections, leading to a 20% reduction in compliance issues.
- ★ Implemented a quality documentation system that improved project efficiency by 30%.

PROFESSIONAL SUMMARY

Dynamic Project Technician with 7 years of comprehensive experience in managing technical projects and optimizing processes. Expertise in resource allocation, quality assurance, and compliance with industry standards. Committed to driving efficiency and delivering exceptional results through strategic planning and effective teamwork.

WORK EXPERIENCE

Project Technician

📅 Apr / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Coordinated over 50 inspections of project purchase orders, ensuring compliance with quality standards.
2. Managed quality documentation and updated server documents to maintain project accuracy.
3. Conducted construction material tests, overseeing masonry, earthwork, and foundation work.
4. Installed, replaced, and troubleshoot servers, desktops, printers, and monitors, ensuring operational functionality.
5. Provided technical support services to educational institutions, healthcare facilities, and financial institutions.
6. Enhanced project workflows through effective resource management and communication.
7. Collaborated with engineers to develop project plans and timelines, driving project success.

Sr. Project Technician

📅 Apr / 2018-Apr / 2021

Lakeside Apparel Co

📍 Chicago, IL

1. Maintained the appearance and functionality of gaming machines, ensuring optimal performance.
2. Performed regular preventative maintenance, including detailed cleaning and component testing.
3. Delivered exceptional customer service, assisting guests with inquiries and issues.
4. Troubleshoot and repaired malfunctioning machines, minimizing downtime.
5. Installed locks and various components into machines, preparing them for operational use.
6. Coordinated the installation and removal of machines on the casino floor, ensuring compliance with regulations.

EDUCATION

Bachelor of Science in Project Management

📅 Apr / 2015 - Apr / 2018

University of Technology

📍 Chicago, IL

Focused on project planning, execution, and resource management.