ROBERT SMITH

Shop Assistant

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SUMMARY

Seeking opportunities related to qualifications that will further develop skills in the fields of natural science and computer technologies, as well as technical/hands-on application of knowledge. Desire to understand, develop, and improve existing systems by pursuing a career that includes problem-solving and critical thinking as the core duties of employment. Long-term goals include a making business or career in aerospace industries.

CORE COMPETENCIES

Certified Welder.

PROFESSIONAL EXPERIENCE

Shop Assistant

ABC Corporation - February 2007 – April 2008

Key Deliverables:

- Kept office building in clean and orderly condition and tended furnace, air-conditioner and boiler to provide heat, cool air and hot water for tenants.
- Swept, mopped, scrubbed and vacuumed hallways, stairs and office space.
- Emptied tenants trash and garbage containers.
- Notified management concerning need for major repairs or additions to lighting, heating and ventilating equipment.
- Determined supplies, materials and equipment needed for job order.
- Notified customers when service was completed and accepted payments.
- Assisted customers to select and purchase specified merchandise.

Shop Assistant

ABC Corporation - 2006 – 2007

Key Deliverables:

- Perform maintenance on semi truck including checking and changing all fluids.
- And replacing any miscellaneous wore parts.
- Keep shop clean and in operating order.
- Assist in securing flatbed loads.
- Operate forklift to rearrange or move a load to a different trailer.
- Learned how to operate a forklift and many different parts of a semi truck and how they work.
- Skills Used Leadership skills to keep working until the job is finished to get the driver back on the road again..

EDUCATION

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- BA in Criminal Justice - 2010(California State University San Bernardino - San Bernardino, CA)

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