

# Carol

## SUMMARY OF QUALIFICATIONS

**Certified Soldering Technician** experience in setting up, operating, and soldering wiring components and assemblies; Previous procurement experience in the fields of Electronics and Manufacturing; High Mechanical aptitude with very high scores in Abstract Reasoning; Outstanding ability of communication and organizational skills; High moral character, integrity, performance and productivity

Surface Mount Technology  
Crimp Terminations

Soldered Terminations  
Wire Bundle Securing

## CERTIFICATIONS/RECENT TRAINING

- Certified IPC Specialist
- J-STD-001
- IPC/WHMA-A-620
- IPC-A-610
- ESD Awareness Program
- Component Identification
- Fine Pitch Soldering

## PROFESSIONAL SKILLS

### **Soldering / Assembly**

- Solid training in the methods of producing high quality soldered interconnections with an emphasizes on process control
- Hands-on training with the basics of cable and wire harness fabrication
- Proficient in applying solder to PCB for thru-hole and fine pitch components in a timely and accurate manner
- Ability to read schematics, resistor color codes, component identifications and blue prints
- Prepare, inspect and identify all electronic parts and components for thru-hole assembly
- Ability to follow work instructions

## EMPLOYMENT

Pinellas County Schools, Largo FL	2003 - 2012
<ul style="list-style-type: none"><li>• <i>Held multiple positions thru tenure</i></li></ul>	
Kelly Services, Clearwater FL	2000-2004
<ul style="list-style-type: none"><li>• <i>Completed assignments and hired permanently in purchasing depts.</i></li></ul>	

## EDUCATION

STI Electronics Inc., St. Petersburg, FL

***Certified IPC Specialist J-STD-001, IPC/WHMA-A-620, IPC-A-610, ESD, Fine Pitch Soldering, and Component Identification***

J. Sargeant Reynolds Community College

***Liberal Arts Major***

***Purchasing and Materials Management***

**Professional Experience**

**Certified Electronic Assembler** with expertise in soldering & inspection. Dependable and responsible contributor committed to excellence and success with proven demonstrated ability to identify components accurately with great focus on producing quality assemblies.

**Skills**

- Proficient in Microsoft Windows, Microsoft Office, Lotus Notes.
- Formal training seminars include Microsoft Word and Excel
- Proficient in JD Edwards and the BPLM systems.

**Certifications**

- J-STD-001 module 2,3 and 4
- IPC-A-610
- IPCIWHMA-A.620 modules 2,3 and 6
- Fine Pitch, ESD, Component Identification and Basic Soldering

**Work Experience**

2011 - 2016                      Baxter Healthcare                      Largo, Florida

**Documentation Specialist**

- **Responsible for Document Change Control**
- Creates and edits documents following the guidelines as outlined in the division Documentation SOPs, Good Documentation Practices, and the Configuration Manual.
- Aids in the process and issuance of complex manufacturing and labeling documents.
- Performs clerical and technical duties with a thorough knowledge of the documentation process.
- Ensures appropriate documentation is complete, correct and that production schedules are met.
- Understand all required steps in the labeling, publishing and documentation process.
- **ISOTrain Administrator**
- Create/Update training requirements in ISOTrain.
- Input training information assign course sessions.

2007 - 2011                      Baxter Healthcare                      Largo, Florida

**Sr. QA Inspector / Material Handler III - Receiving Inspection**

- **ST Coordinator**
- Work directly with Engineering, Supplier Quality and Purchasing for disposition of suspended material.
- Verify all documentation maintains strict adherence to all Quality procedures.
- Visual inspection of sorted material for release to warehouse.
- Finalize and close ST's using the JD Edwards system.
- Hold Material Review Board meetings to discuss status of open ST's and help to bring them to closure in a timely manner.
- Maintain material files with updates to specifications from the documentation center.
- **Receiver**
- Receive material from transporter and reconcile the delivery manifest (bill of lading) against the actual delivery.
- Segregate damaged or discrepant materials and coordinate with Purchasing for resolution.
- **Inspection**
- Visual inspection of parts using spec sheets, prints, RI plans and departmental procedures.
- Responsible for inspection of Label copy (first or second proof), off the shelf, Bin stock, and all visual inspection.

2001 - 2007                      Baxter Healthcare                      Largo, Florida

**Material Handler II and III – Nonconforming Material**

- Maintain the nonconforming material warehouse and all related documentation.
- Verify all documentation adheres to all Quality procedures through to finalization.
- Work directly with Engineering, Supplier Quality and Purchasing for disposition of non conforming material.
- Responsible for coordinating pulls from stock of suspect material including all warehouse inventory, all floor inventories and service inventory.
- Create nonconformance reports, obtain dispositions and follow material through all stages of analysis including rework, return to vendor, rework at vendor or scrap.
- Verify all documentation adheres to all Quality procedures through to finalization.
- Created and maintained an excel spreadsheet used for tracking length of time suspended, time in the NCM cage and dollar figure associated with all NCM materials. Created reports of all material in the NCM warehouse for use by department heads.
- Contact suppliers for Return Material Authorization.

1996 - 2001

Baxter Healthcare

Largo, Florida

**Group Leader Mfg. Immunotherapy, Harness**

- Responsible for daily work assignments for assembly and test in four different manufacturing groups.
- Report weekly material shortages to departmental supervisor and Planning. Coordinate procurement of material from warehouse.
- Maintain all Assembly Process documents, submitting changes to documentation as needed. Verify documentation is at the current revision before the start of a build. Maintain and update files as needed.
- Responsible for daily first piece inspections for each assembly or sub assembly in all manufacturing groups to verify workmanship is in accordance with assembly instructions and workmanship standards.
- Responsible for training and certification of all newly assigned personnel.
- Maintain daily electronic time and attendance records for each employee.
- Involved in the design and prototype build of the Cytomate machine and Amicus power supply harness. Worked directly with R&D in all aspects of the build process from prototype through transfer to production manufacturing. Wrote all assembly and subassembly process documentation.
- Set up, maintenance and repair of all automatic pinning machines and applicators, wire cutting machines and automatic wire strippers.
- Certified solder and solder sleeve trainer. Responsible for Solder certification for all new hires and recertification of all current employees for the Fenwal division.

**Training**

- 6s Training
- Extracare Team leader training
- Train the Trainer
- Quality Leadership Process for Managers and Supervisors

**Education**

C.W Baker High School

Baldwinsville, N.Y

**High school Diploma**

**On the job training**

- Group leader of a PC Board fabrication shop
- Receiving inspection
- Harness and final product inspection
- Limited environmental testing

# CURTIS

## OBJECTIVE

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Seeking a fulfilling position in an industry that offers growth opportunities which allows me to utilize my skills and experience as a military aircraft electrical and environmental system specialist, civilian surgical equipment repair specialist and Certified IPC Specialist.

## SPECIALIZED TRAINING AND CERTIFICATIONS

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Certified IPC Specialist-J-STD-001	Component Identification Course
Certified IPC Specialist-ICP/WHMA-A-620	ESD Awareness Program
Certified IPC Specialist-ICP-A-610	Certification for Fine Pitch Soldering

## SUMMARY OF SKILLS

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Aircraft wiring harness maintenance, repair and troubleshooting utilizing wiring diagrams and schematics  
Electrical cable and PC Board soldering, high and low temperature mechanical cable soldering (brazing)  
Repair or modify; fiber optic cables, CCD and CMOS video chips, optical and lighting lens assemblies

## WORK EXPERIENCE

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Endoscope Part Source, Largo, Florida	November 2008 - Present
<ul style="list-style-type: none"><li>• Self-employed owner / technician / sales rep</li><li>• Flexible endoscope surgical equipment repair and sales</li></ul>	
Arrow Flex, Libertyville, Illinois	October 2001 - November 2008
<ul style="list-style-type: none"><li>• Co-owner / technician / sales rep</li><li>• Flexible endoscope surgical equipment repair and sales</li></ul>	
Precision Endoscopy Repair, Schaumburg, Illinois	November 2000 - October 2001
<ul style="list-style-type: none"><li>• Lead Tech - Flexible endoscope equipment repair</li></ul>	
Factory Authorized Medical Repair, Sunrise, Florida	February 1999 - November 2000
<ul style="list-style-type: none"><li>• Flexible endoscope repair tech</li></ul>	

## MILITARY EXPERIENCE

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USAF, Shaw AFB, South Carolina	February 1995 - February 1999
<ul style="list-style-type: none"><li>• A656 Aircraft Electrical and Environmental Systems Specialist</li></ul>	

## EDUCATION

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October 2016	STI Electronics Inc., St. Petersburg, FL
July 1995	2A656 Aircraft electrical and environmental systems training USAF
June 1994	Spanish River High School Boca Raton, Florida

## REFERENCES

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Korey Ladan	Business associate and friend, known 14 years	773-802-0327
Jeff Dobbs	Business associate and friend, know 10 years	817-797-7181
Beth Schultz	Former customer and friend, known 15 years	920-573-2929

# David

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## SUMMARY OF QUALIFICATIONS

### SPECIALIZED TRAINING:

Certified IPC Specialist-J-STD-001  
Certification of Completion-Component Identification Course  
Certification for Fine Pitch Soldering

Certified IPC Specialist-ICP/WHMA-A-620  
Certified IPC Specialist-ICP-A-610  
ESD Awareness Program

## PROFESSIONAL TRAINING & EXPERIENCE

### SOLDERING

- Melt and apply solder along adjoining edges of workpieces to solder joints, using soldering irons or gas torches.
- Examine seams for defects and rework defective joints or broken parts.
- Adjust, repair, replace electrical electronic component parts to correct defects and to ensure conformance to specifications.
- Position, align, or adjust work pieces or electrical parts to facilitate wiring or assembly.

### MANAGEMENT/CUSTOMER SERVICE

- Oversee activities directly related to providing services.
- Direct and coordinate activities of businesses or departments
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Manage staff, preparing work schedules and assigning specific duties.
- Direct and coordinate organization's financial and budget activities to fund operations
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with staff members as necessary.
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Plan and direct activities such as sales promotions, coordinating with other department heads as required.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Process merchandise returns and exchanges.
- Stock shelves, and mark prices on shelves and items.

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## WORK EXPERIENCE

<b>Musician</b>	Fleetwood Max Tribute Band	St. Petersburg, FL	1995 - Current
<b>Assistant Manager</b>	Spec's Music	St. Petersburg, FL	1990 - 1996

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## EDUCATION

Pensacola Junior College, General Studies

## Diana

Motivated, **Certified Soldering Technician**, with solid analytical skills, highly organized, able to multi-task and dependable. Professional Computer proficient with intermediate skills in Excel, Word, PeopleSoft, etc.; learns new systems quickly and possess strong auditing skills. Additionally certified in Crimp Terminations, Soldered Terminations, Wires and Terminals, Surface Mount and Through Hole Technology.

### RECENT TRAINING AND CERTIFICATIONS

- Certified IPC Specialist-J-STD-001
- Certified IPC Specialist-ICP/WHMA-A-620
- Certified IPC Specialist-ICP-A-610
- Component Identification Course
- ESD Awareness Program
- Certification for Fine Pitch Soldering

### PROFESSIONAL SKILLS

#### Soldering / Assembly

- Solid training in the methods of producing high quality soldered interconnections with an emphasizes on process control
- Hands-on training with the basics of cable and wire harness fabrication
- Proficient in applying solder to PCB for thru-hole and fine pitch components in a timely and accurate manner
- Ability to read schematics, resistor color codes, component identifications and follow work instructions
- Remove work pieces from machines, and check to ensure that they conform to specifications
- Prepare, inspect and identify all electronic parts and components for through hole assembly

### WORK HISTORY

<i>TSA/Technical Support Assoc./US Business Operations</i>	Bristol-Myers Squibb Company, Tampa, FL	2014-Present
<i>Senior Billing Analyst/Telecommuter</i>	United HealthCare, Oldsmar, FL	2002-2014
<i>Reservation Sales/WorldClub Representative</i>	Northwest Airline, Chicago/Tampa, FL	1999-2001
<i>Resource Center Analyst</i>	The Choice for Staffing, Chicago, IL	1996-1999
<i>Sales Associate- Retail – Part-time</i>	Dayton Hudson/Marshall Fields, Chicago, IL	1994-1999
<i>Research Assistant</i>	Johnson Publishing Company, Chicago, IL	1989-1996
<i>Sales Assistant</i>	WGN Radio/TV, Chicago IL	1987-1989

### EDUCATION

Certified IPC Specialist

STI Electronics Inc., St. Petersburg, FL

- **Certified IPC Specialist J-STD-001, IPC/WHMA-A-620, IPC-A-610, ESD, Fine Pitch Soldering and Component Identification**

Bachelor of Science: Mass Communication

Lincoln University, Jefferson City, MO

# Kimberly

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Experienced, reliable Technician with 10+ years of excellent assembly expertise, specializing in the practical application of theoretical principles and form a vital part of the production process in any organization. Proficient with Oracle - basic inventory, MS Word and Excel. Strong ability to transfer programing code using DOS prompts with Work Instructions

## CERTIFICATIONS / TRAINING

- Certified IPC Specialist-J-STD-001
- Certified IPC Specialist-IPC/WHMA-A-620
- Certified IPC Specialist-IPC-A-610
- Component Identification Course
- ESD Awareness Program
- Certification for Fine Pitch Soldering

## PROFESSIONAL EXPERIENCE

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10/2006 – 10/2016

### **Assembly Supervisor**

- Responsible for the timely and efficient assembly of high quality stage light fixtures, spectral cameras, other spectral devices along with customer special orders
- Assisted Engineering in R&D by building Prototypes streamlining units for assembly line working to continuously improve quality and productivity
- Assembly operator training on company quality objectives; Appraising performance and maintained training matrix in accordance with company policies
- Developed schedules based on order deadlines while meeting safety, cost and quality to include planning, assigning, and directing work
- Ensured all units are to be built and tested to ULE compliance using HI Pot/ Ground Bond testers; Handled inventory counts
- Troubleshoot and fix all RMA's due to malfunction or wear and tear
- Maintained appropriate logs and written reports
- Handled customer technical questions and resolve issues problems

### **Photolithography Lab Technician**

- Inspected and cleaned of pieces to be processed
- Applied Photo resist to parts then Expose them to UV with patterned mask
- Developed and touch up pattern defects on parts to be loaded into coating machines
- Proficient in the use of standard and measuring microscope; Read prints

*As work flow demanded, was sent to various departments for months at a time:*

### **Assembly Technician/ Quality Technician**

- Performed incoming, in-process and final inspection of products
- Conducting optical surface inspections to customer specified dimensions
- Built assemblies from work instructions or engineering drawings; Basic cabling and soldering skills
- Bond glass wheels to metal hubs; Use wrenches, drivers, cordless power tools, wire cutters pneumatic dispensers
- Program boards using Pickit2 Hex code software
- Maintaining appropriate logs and reports
- Packing of final parts to be shipped to customers

### **Optical Technician**

- Inspecting optical components and parts with Micrometer and calipers
- Cleaning and conducting surface inspection of glass substrates
- Run Double Sided Grinder and Double Lap Polishers including set up and brake down
- Completing Non-Conforming Reports

- Process Proctors and LBR's per Geologist instruction and DOT/ASTM standards
- Various sample testing for clays and organics in New constructions
- Testing concrete samples PSI strength at various curing stages to ASTM standards
- Use a forklift to move soil bins
- Order lab supplies as needed
- Use DOS and Industry specific programming to input test results

### **EDUCATION**

STI Electronics Inc., St. Petersburg FL

- Certified IPC Specialist J-STD-001, IPC/WHMA-A-620, IPC-A-610, ESD, Fine Pitch Soldering and Component Identification

Osceola High School, Seminole FL

High School Diploma



# Rejean

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Reliable Electronic Assembler with excellent heavy equipment operator skills. I am adept at managing multiple projects simultaneously with accuracy and efficiency.

## SKILLS SUMMARY

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- ◆ Soldering
- ◆ Assembler
- ◆ Electrical Repair
- ◆ Field Technician
- ◆ Training
- ◆ Construction
- ◆ Heavy Equipment Operator
- ◆ Truck Driver
- ◆ Bus Driver

## EDUCATION/CERTIFICATIONS - Soldering Certifications ~ STI Electronics

IPC J-STD-001E-2010      IPC/WHMA-A-620      IPC-A-610 Fine Pitch

COMPONENT IDENTIFICATION COURSE    ESD AWARENESS PROGRAM

## PROFESSIONAL EXPERIENCE

### SOLDERING

- ◆ Align and clamp work pieces together, using rules, squares, or hand tools, or position items in fixtures, jigs, or vises
- ◆ Examine seams for defects and rework defective joints or broken parts
- ◆ Grind, cut, buff, or bend edges of work pieces to be joined to ensure snug fit, using power grinders and hand tools
- ◆ Excellent Finger and Manual Dexterity

### ELECTRIC REPAIR

- ◆ Trouble shoot electric motors/pumps and control panels
- ◆ Prepare pumps
- ◆ Follow appropriate safety procedures
- ◆ Check power source and amps for power balance
- ◆ Solder electric connections as needed/required
- ◆ Rebuild motors from 1.5 HP to 50 HP

### TRUCK DRIVER

- ◆ Move freight/stock, to and from production areas, by hand or other equipment.
- ◆ Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order
- ◆ Follow appropriate safety procedures for transporting dangerous goods.
- ◆ Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations
- ◆ Secure cargo for transport, using ropes, blocks, chain, binders, or covers.

## EMPLOYMENT HISTORY

Justin Davis Enterprises, Truck Driver	2015 - 2016
MJD Trucking, Truck Driver	2014 - 2015
Pipeline Transportation, Truck Driver	2013
Veolia Environment, Truck Driver	2011 - 2012
Shenando Construction, Assembler/Fabricator	2010 - 2011
Ferguson Enterprises, Truck Driver	2006 - 2008
Bonita Springs Utilities, Electrical Repair	1998 - 2001

# Sean

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Reliable Electronic Assembler with mechanical and building maintenance experience. I am adept at managing multiple assembly projects concurrently with accuracy and efficiency.

## SKILLS SUMMARY

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- ◆ Soldering
- ◆ Blueprints
- ◆ Shipping & Receiving
- ◆ Warehouse
- ◆ Construction
- ◆ Management
- ◆ Calibration Technician
- ◆ Maintenance Technician
- ◆ Delivery Driver

## EDUCATION/CERTIFICATIONS - Soldering Certifications ~ STI Electronics

IPC J-STD-001    IPC/WHMA-A-620    IPC-A-610 Fine Pitch

COMPONENT IDENTIFICATION COURSE    ESD AWARENESS PROGRAM    Basic Soldering

## PROFESSIONAL EXPERIENCE

### SOLDERING

- ◆ Align and clamp work pieces together, using rules, squares, or hand tools, or position items in fixtures, jigs, or vises
- ◆ Examine seams for defects and rework defective joints or broken parts
- ◆ Grind, cut, buff, or bend edges of work pieces to be joined to ensure snug fit, using power grinders and hand tools
- ◆ Excellent Finger and Manual Dexterity

### MAINTENANCE TECHNICIAN

- ◆ Maintain mechanical systems and equipment.
- ◆ Build, fix and repair walls.
- ◆ Electrical and plumbing repairs.
- ◆ Upkeep of building exterior and grounds.
- ◆ Operate power tools/equipment such as scrubbing machines, buffers, electric and hand tools.

### WAREHOUSE ASSOCIATE

- ◆ Move freight/stock, to and from production areas, by hand or other equipment.
- ◆ Sort cargo before loading and unloading.
- ◆ Transport merchandise to receiving stations or production areas.
- ◆ Stack cargo in locations as directed, using pallets or cargo boards.
- ◆ Record numbers of units handled or moved, using daily production sheets, etc.
- ◆ Install protective devices to prevent shifting or damage to items being transported.
- ◆ Maintain equipment storage areas to ensure that inventory is protected.

## EMPLOYMENT HISTORY

2014 – Current	Veterans Medical Supply, Warehouse Laborer
2012 - 2014	CIH Equipment Company, Calibration Technician & Handyman
2009 – 2011	StorMax Self Storage, Maintenance Technician
1999 - 2008	Cantrell Building Services, Construction Lead Person

# TAYLOR

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Reliable Electronic Assembler who is computer proficient with expertise in customer service, social media platforms, management and training. I am an Army Veteran who is adept at managing multiple projects concurrently with accuracy and efficiency.

## PROFESSIONAL SKILLS SUMMARY

- ◆ Soldering
- ◆ Aviation & Electrical
- ◆ Computer Proficient
- ◆ Construction
- ◆ HVAC
- ◆ Mechanics
- ◆ Training & Management
- ◆ Manufacturing
- ◆ Office Experience

## CERTIFICATIONS

Soldering Certifications ~ STI Electronics

IPC J-STD-001 IPC/WHMA-A-620 IPC-A-610 Fine Pitch

COMPONENT IDENTIFICATION COURSE ESD AWARENESS PROGRAM

A & P General FAA Certification

Certified OCP A Information Technology Assistant

## PROFESSIONAL EXPERIENCE

### SOLDERING

- Align and clamp work pieces together, using rules, squares, or hand tools, or position items in fixtures, jigs, or vises
- Examine seams for defects and rework defective joints or broken parts
- Grind, cut, buff, or bend edges of work pieces to be joined to ensure snug fit, using power grinders and hand tools
- Excellent Finger and Manual Dexterity

### MANAGEMENT/CUSTOMER SERVICE

- Oversee activities directly related to providing services.
- Manage staff, preparing work schedules and assigning specific duties.
- Determine staffing requirements and train new employees
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Greet customers entering establishments/Answer customers' questions
- Process merchandise returns and exchanges.
- Stock shelves, and mark prices on shelves and items.

## MILITARY/WORK EXPERIENCE

Southern Construction Staffing	Construction/General Labor	2016
Chewy.com	Customer Service Rep/Writing& Social Media Team	2015 - 2016
GO Airport Transportation	Assistant Travel Coordinator/New Hire Trainer	2011-2015
Starbucks	Barista	2009 - 2011
Kobushi Dojo	Assistant Instructor	2007 - 2008
US Army – Honorable Discharge		2008 - 2011

## EDUCATION

National Aviation Academy	Aviation Mechanics/Avionics	Currently Enrolled
Florida Atlantic University, Miami FL	Data Security	
Miami Dade College, Miami FL	Criminology Major	

# Tyler

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## PROFESSIONAL SUMMARY

Motivated, *Certified Soldering Technician*, with solid analytical skills, highly organized, able to multi-task and dependable.

## SPECIALIZED CERTIFICATIONS

Soldering Certifications ~ STI Electronics

IPC J-STD-001 IPC/WHMA-A-620 IPC-A-610 Fine Pitch

COMPONENT IDENTIFICATION COURSE ESD AWARENESS PROGRAM Basic Soldering

## RELATED EXPERIENCE

### SOLDERING

- ◆ Align and clamp work pieces together, using rules, squares, or hand tools, or position items in fixtures, jigs, or vises
- ◆ Examine seams for defects and rework defective joints or broken parts
- ◆ Grind, cut, buff, or bend edges of work pieces to be joined to ensure snug fit, using power grinders and hand tools
- ◆ Excellent Finger and Manual Dexterity

### CUSTOMER SERVICE/FOOD PREP

- ◆ Cleaned and organized the kitchen, including the checkout area and displays.
- ◆ Welcomed customers into the store and helped them locate items.
- ◆ Food Prep and meal creation
- ◆ Dishwasher
- ◆ Cultivated a customer-focused environment by maintaining strong team relationships.

## WORK HISTORY

Hyvee, Customer Service Representative

November 2013 – May 2016

## EDUCATION

National Aviation Academy – Currently Enrolled  
High School Diploma - 2015

# William

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Reliable Electronic Assembler skilled in operations, mechanics and construction with excellent heavy equipment operator experience. I am adept at managing multiple projects simultaneously with accuracy and efficiency.

## SKILLS SUMMARY

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- ◆ Soldering
- ◆ Welding
- ◆ Construction
- ◆ Maintenance
- ◆ Mechanic
- ◆ Management
- ◆ Heavy Equipment Operator
- ◆ Forklift & Scissor Lift
- ◆ Marketing & Sales

## EDUCATION/CERTIFICATIONS - Soldering Certifications ~ STI Electronics

IPC J-STD-001    IPC/WHMA-A-620    IPC-A-610 Fine Pitch High School Diploma

COMPONENT IDENTIFICATION COURSE    ESD AWARENESS PROGRAM    Basic Soldering

## PROFESSIONAL EXPERIENCE

### SOLDERING

- ◆ Align and clamp work pieces together, using rules, squares, or hand tools, or position items in fixtures, jigs, or vises
- ◆ Examine seams for defects and rework defective joints or broken parts
- ◆ Grind, cut, buff, or bend edges of work pieces to be joined to ensure snug fit, using power grinders and hand tools
- ◆ Excellent Finger and Manual Dexterity

### MECHANIC

- ◆ Tested vehicles, components and systems
- ◆ Brake adjustments, repairs and replacements
- ◆ Follow appropriate safety procedures
- ◆ Adjusted repaired systems to meet manufacturers' specifications
- ◆ Disassembled engines, repaired/replaced defective parts

### TRUCK DRIVER/HEAVY EQUIPMENT OPERATOR

- ◆ Move freight/stock, to and from production areas, by hand or other equipment.
- ◆ Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order
- ◆ Follow appropriate safety procedures for transporting goods.
- ◆ Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations
- ◆ Secure cargo for transport, using ropes, blocks, chain, binders, or covers.
- ◆ Operate 6 wheel dump truck, forklift, scissor lift, front and end loader

## EMPLOYMENT HISTORY

Uber, Driver	2016
Rick's European Connection, Inc., Mechanic	2014 - 2015
Cold Air Distributors, Auto Parts Delivery	2014
Yoho Towing and Automotive	2013
Veolia Environment, Truck Driver	2011 - 2012
CJ McGeehan Construction, Heavy Equipment Operator	2011 - 2012
Drag Marketing, Manager	2003 - 2011

# Zeljka

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Reliable Electronic Assembler with extensive medical assembly experience. I am adept at managing multiple assembly projects concurrently with accuracy and efficiency.

## SKILLS SUMMARY

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- ◆ Soldering
- ◆ Assembly
- ◆ Drill Press
- ◆ Blueprints
- ◆ Buff/Polish
- ◆ OSHA/Safety
- ◆ Calibrated Equipment
- ◆ Laser Welder and Etcher
- ◆ Riveting Machine

## EDUCATION/CERTIFICATIONS - Soldering Certifications ~ STI Electronics

J-STD-001          IPC/WHMA-A-620          IPC-A-610 Fine Pitch

COMPONENT IDENTIFICATION COURSE    ESD AWARENESS PROGRAM          High School Diploma

## PROFESSIONAL EXPERIENCE

### SOLDERING

- ◆ Align and clamp work pieces together, using rules, squares, or hand tools, or position items in fixtures, jigs, or vises
- ◆ Examine seams for defects and rework defective joints or broken parts
- ◆ Grind, cut, buff, or bend edges of work pieces to be joined to ensure snug fit, using power grinders and hand tools
- ◆ Excellent Finger and Manual Dexterity

### MEDICAL ASSEMBLY

- ◆ Read, interpret and follow blueprints, diagrams, engineering documents or other written instructions to accurately assemble medical surgical instruments.
- ◆ Perform all small details operations by using hand and power tools, manufacturing machines and test equipment.
- ◆ Use drill press, riveting machine, laser welder, laser etcher, buffer and polishing machine.
- ◆ Use calibrated equipment such as calipers and micrometers to determine the accuracy of complete assemblies and parts.
- ◆ Perform final testing
- ◆ Carefully operated with standard operating procedure (SOP), based in lean manufacturing principles.
- ◆ Follow instructions to keep and follow 5S methodology, all continuous improvement activities and established safety procedures.
- ◆ Follow the plan and schedule defined by the supervisor and production department.
- ◆ Continually rated through a variety of manufacturing processes, performing all types of tasks in a cell/ team environment.
- ◆ Accurately completed all necessary documentation associated with production

## EMPLOYMENT HISTORY

ConMed-Linvatec, Mechanical Assembler	1999 – September 2016
Maxim Medical, Clean Room Assembler	1998 - 1999