

## **David Haney**

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(123) 456-7890  
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**Objective:** A position as an office machine repairer with a growing company in Northern California.

### **Highlights**

Over a decade of successful experience repairing and servicing office machines.  
Expertise in training new workers and helping coworkers with difficult problems.  
Consistently received high performance ratings.  
Received "Employee of the Month" award on several occasions.

### **Experience**

*Elliott Office Machine Repair*

*Tustin, CA*

**Office Machine Repairer**

August 2008 to Present

- Repaired and serviced office machines, including adding, accounting and calculating machines and typewriters.
- Operated machines to test moving parts and to locate causes of trouble.
- Disassembled machines and examined parts, such as gears, guides, rollers and pinions, for wear and defects.
- Repaired, adjusted and replaced parts.
- Cleaned and oiled moving parts.
- Gave instructions regarding the operation and care of machines to machine operators.

*Elliott Office Machine Repair*

*Tustin, CA*

**Apprentice Office Machine Repairer**

June 2006 to July 2008

- Assisted office machine repairers in analyzing machine malfunctions and disassembling and reassembling machines after repairing or replacing parts.
- Became proficient at analyzing blueprints and specifications and at using tools, including micrometers, soldering and welding equipment.
- Requisitioned supplies requested by supervisor.
- Cleaned work area and transported equipment and supplies.

### **Education**

*Santa Ana Community College*

*Santa Ana, CA*

**Associate of Science in Mechanics and Repair**

**References:** Available upon request