

SAMPLE RESUME MAKEOVER

Jonathan Rivers
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“BAD”

EXPERIENCE

1997 - Present ASC Company Newark, NJ

Lead Mechanic

- Responsible for all mechanical maintenance and repair, for ABC Field.
- Coordinate work for other mechanic.
- Maintain computer records and file monthly reports.

1995 - 1997 WBC Consulting Services, Inc. Newark, NJ

Offshore Mechanic

- Offshore mechanic contracted to ABC Company

1990 - 1995 Best Service Co., Inc. (BSC) Newark, NJ

Field Service Technician

- SysOp and Best Services, Inc. merged - retained seniority
- Serviced and repaired gas compressors

1989 - 1990 SysOp New Jersey

Field Service Technician

- New Jersey division sold to SysOp - retained seniority
- Serviced and repaired gas compressors

EDUCATION

1978 - 1982 Cranbury High School Cranbury, NJ

Completed High School classwork in December 1981

Graduated with Honors

Crane Certified - December 1996

Basic T-2 Production Safety System (PSS) Training - April 23, 1996

Industrial/Marine Firefighting (Phase I) - May 7, 1997

Water Survival School - 1997

Waukesha Gas Engine Technology - May 29, 1998

T-2 Refresher Course - March 1999

Completed 186.6 hours of API Production Technology Series I & II Tests with a 91.42 GPA

Other 18 years on the job experience on Natural Gas engines and compressors, from major overhaul to general maintenance. Offshore experience from July 1995 to present.

Basic computer knowledge. Have been handling computer input for current position at ABC Company as lead mechanic.

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OBJECTIVE

To find a challenging position which will continue to use mechanical ability and knowledge of instrumentation, control, measurement, electrical and hydraulic systems to maintain and improve natural gas compression and transmission.

SUMMARY OF QUALIFICATIONS

18 years of oil field experience in natural gas compressor and engine mechanics. Dedicated to completing jobs with emphasis on safety and quality. Possess strong instructional and motivational skills to enhance co-worker performance. Eight years of experience as a field service technician providing extensive knowledge of gas compressor equipment.

SKILLS & EXPERIENCE

3/97 - Present

Action Service Company

Newark, NJ

Lead Mechanic

- Oversee maintenance and repair of millions of dollars in gas compressor equipment.
- Inspect all equipment, including compressors, engines, fire pumps, escape capsules, cranes, generators, and pumps.
- Overhaul and rebuild numerous brands of gas compressors.
- Train and supervise inexperienced mechanics and work collaboratively with team members.
- Manage inventory and ensure the field is always equipped with adequate parts and supplies.
- Prepare daily and monthly equipment status reports that include all mechanical data.
- Monitor performance of mechanical parts and enter data into computer.
- Organize parts room to maximize efficiency and facilitate reordering.

6/95 - 3/97

WBC Consulting Services

Newark, NJ

Offshore Mechanic

- Recruited as a contract mechanic and performed the same maintenance and repair responsibilities as Action Service Company employees.
- Served as Action Service Company's first contract hand, and based on excellent work performance, later received permanent job offer. This set the precedent for company to only offer permanent positions to WBC contractors.

7/90-5/95

Best Service Co., Inc. (now Global Services)

Newark, NJ

Field Service Technician (New Jersey)

- Repaired and maintained up to 25 compressors and company truck.
- Occasionally traveled offshore to overhaul compressors.
- Traveled to Texas to assist with overrun work and train new hands.

EDUCATION

- American Petroleum Institute (API) Production Tests - 250 hours completed
- Basic Medic First Aid - through 2/02
- Water Survival School - 9/99
- Waukesha - Gas Engine Technology - 5/98
- Ace Walter - Operation & Maintenance (Oil & Gas Industry) - 11/99
- Industrial/Marine Firefighting (Phase 1) - 5/97

LICENSES & CERTIFICATION

- Crane Operator Certification - up-to-date, 10/99
- T-2 Certified - up-to-date (safety certification for offshore employment)