

Sample functional resume

JORDAN CATALANO

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CAREER SUMMARY

Skilled tradesman with plumbing and steam fitting, HVAC, automotive, electrical, maintenance and carpentry experience.

RELEVANT EXPERIENCE

- Repaired and maintained plumbing and steam fitting equipment, including adjusting thermostats and overhauling vacuum pumps.
- Performed maintenance on automotive equipment, including lubrication, changing/repairing tires, adjusting brakes, and replacing starters, fuel pumps, wheel bearings, and gas tanks.
- Performed general maintenance and carpentry, including repairing doors, installing hardware, replacing damaged floor and ceiling tile, and painting.
- Maintained and repaired facility HVAC equipment, including replacing filters and pumps, and replacing and adjusting components.

WORK HISTORY

2004-Present	Maintenance Assistant	Office of General Services
2002-2004	Maintenance Helper	State University of NY at Albany

EDUCATION

Shaker High School, Latham, NY
Regents Diploma with Building Technology Technical Endorsement

CERTIFICATES AND CERTIFICATIONS

In progress: Applied Skilled Trades, Carpentry Program
NYS & CSEA Partnership for Education and Training

OSHA 10 Hour Safety

Forklift Certification

LICENSES

Class B License with air brake endorsement