
CONTROLS TECHNICIAN RESUME

Objective:

To obtain the Controls Technician position which will challenge me and help the organization continue to be successful.

Summary of Skills:

- Operational knowledge of electronic control systems
 - Effective in sharing and obtaining information from internal and external parties
 - Sound knowledge of a variety of electronic or digital control systems
 - Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)
 - Profound ability to analysis and write modifications in several languages of system software
 - Proven critical thinking and diagnostic skills
 - Amazing capacity to work alone and follow Safety rules and regulations
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Work Experience:

Controls Technician, August 2005 to till date
Johnson Controls, Kansas City, MO

- Diagnosed and repaired complex control system.
- Provided assistance to sketch engineering modifications and drawings.
- Contacted and communicated regularly with customers and ensured high level of satisfaction to them.
- Informed customers about latest services and recommended to enhance and upgrade system.
- Compiled work documents, such as certificate of training and completion, customer training forms and other lists.
- Provided support and guidance to the mechanical team on simple and non-critical tools.

Controls Technician, May 2000 to July 2005
Aerotek E&E, Kansas City, MO

- Completed assigned work on time and provided quality services to meet customer satisfaction.
 - Reported management regarding the arising problems and changes instantly.
 - Adhered to controls and customer safety standards.
 - Ensured safety on work sites.
 - Provided guidance on operating electronic control systems to customers.
 - Distributed guidebook and documents to customers for educational needs.
 - Guided mechanical staff on developing automation systems.
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Education:

Bachelor's Degree in Engineering Technology, University of Cincinnati, Cincinnati, OH

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