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# OFFICE MACHINE MECHANIC RESUME

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## Summary:

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A highly trained individual who has excellent expertise in handling office machines and equipment; has an exceptional ability to resolve all issues with office equipment; has excellent time management and organizational skills; can train staff personnel regarding the proper usage of office machines.

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## Professional Experience:

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Copy Machine Mechanic January 2007 – Present  
Banbee Trading Corp., New York

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## Responsibilities:

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- Performed maintenance of all copy machines in the office facilities.
- Maintained regular inspection and refilled ink and toner cartridges.
- Provided guidance to new staff and directed how to properly use the copy machines to ensure good working conditions.
- Responded to calls from the office secretary regarding breakdown of the copy machine that needs to be attended the soonest time possible.
- Recommended replacement of parts in order for the copy machines to be repaired.

Office Machine Mechanic May 2004 – December 2006  
American Standards Inc., New York

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## Responsibilities:

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- Maintained all office equipment including fax machines, copy machines, calculators, typewriters, and computers.
- Attended immediately to machines that breakdown and conducted reports for the repairs and parts that needed to be repaired.
- Recommended to the managers machines that needed to be replaced due to end-of-life and beyond repair.
- Oriented the office staff with the new equipment and machine acquired to ensure high quality of operating conditions for the new machines.
- Conducted regular inspections of the machines to ensure excellent working conditions.

Office Machine Mechanic February 1999 – May 2004  
RBC United Corp., New York

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## Responsibilities:

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- Performed maintenance of all copy machines in the office facilities.
- Maintained regular inspection and refilled ink and toner cartridges.
- Provided guidance to new staff and directed how to properly use the copy machines to ensure good working conditions.
- Responded to calls from the office secretary regarding breakdown of the copy machine that needs to be attended the soonest time possible.
- Recommended replacement of parts in order for the copy machines to be repaired.

Office Machine Mechanic May 2004 – December 2006  
American Standards Inc., New York

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## Education:

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Associate Degree in Skilled Crafts  
University of New York, 1995  
Bachelor of Science in Electrical Engineering  
University of New York, 1993

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## Skills/Certifications:

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- Strong leadership and teamwork attributes
- Excellent time management skills
- Proficient in computer skills

- Ability to have step by step inspections of machines
- Ability to operate different types of hand and power tools

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### **Associations/Organizations:**

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Electrical Engineering Society, Member  
NY ECE Association, Member

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