

SAMPLE RESUME

RUSSELL P. SQUINTMEYER
123456789
Candidate Source: External
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Home Phone Number: (706) 555-1234
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EXPERIENCE SUMMARY:

Service Manager; Office Manager; Office Machine Repairer; Field Representative, Maintenance Mechanic; Optical Instrument/Fire Control Repairer; Electronic Integrated Systems Mechanic; Aircraft Systems Specialist; Missile Systems/Ordnance Technician.

EXPERIENCE:

JUL 1998 to MAY 1999

Avionics Sensors Maintenance Apprentice Tech Sergeant (TSGT), E6
Dept. of the Air Force, 919th Special Opns Wing, 100 Eagle St, Eglin AFB (Duke Field), FL 76502
Jack Smith, DSN 976-1234

Air Force Specialty Code (AFSC) is 2A111. I just returned in May 1999 from the 7-month Avionics Sensor Maintenance school in Texas/Oklahoma, which I successfully completed. From Feb 1989 to Feb 1995, I was a reservist with the Air National Guard, 187th Tactical Fighter Group, Montgomery, AL. My rank was TSGT. My AFSC was 46270 (Integrated Fire Control Systems - 7 level qualified). My supervisor was SMSGT Tim Byrd. I used electronic theory to troubleshoot, repair and inspect armament systems on the F-16 Aircraft to include bombs, bomb racks, missile systems and stores management systems. I also used test equipment such as digital multimeters, 50-60 testers and 5001501 test sets. Completed a 12-month correspondence course on theory, repair and maintenance. Designated as alternate Training NCO. From Jan 1981 to Jan 1988 & Mar 1996 to Jun 1998, I was a reservist with the U.S. Army National Guard, 900th Maintenance Company, Phoenix City, AL. My Rank was SSG. From 1981-1988, my Military Occupational Specialist (MOS) was 41C (Optical Instrument Repairer/Fire Control Technician). From 1996-1998, my MOS was 45-K (Integrated Ordnance Systems Mechanic). I worked with TOW systems, TTS/laser systems, Howitzers, M60/M1 Tanks and supporting systems. I am skilled in the use of digital multimeters, breakout boxes, DSETS, hand, power tools, etc to perform repairs.

FEB 1995 to JUN 1998

Electronic Integrated Sys Mechanic, WG-2610-12
Department of the Army, Directorate of Logistics, 505 C Street West, Ft. Benning, GA, 78901
Mr. Fred Jones, (706) 555-1234

Performed DS/GS repair and maintenance on M109, M110, M119 Howitzers, MEOA3, M1A2 Tanks, M901, M981 Improved Tow Vehicle, and the Bradley M2M Infantry Fighting Vehicle. I repaired integrated systems to include optics, electronics, range finding, targeting, and computer and laser range finders. Performed testing and verification on various types of electronic equipment using DSETS and General Purpose Interface Assembly (GPIA) test stations. Provided range support during firing missions.

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Performed Depot repairs on equipment using the Fix-Forward and Special repair Activity (SRA) concepts. Performance of these Depot repairs on-site led to savings of approximately \$100,000.

DEC 1993 to FEB 1995

Electronic Integrated Sys Mechanic, WG-2610-12
Department of the Army, Directorate of Logistics, 505 D Street West, Ft. Benning, GA 78901
Mr. Roger That, (706) 555-1234

Certified as Land Combat Support System (LCSS) Test Station technician. Tested and verified missile systems, tracker systems and various electronic equipment. Performed additional technician duties. Submitted three suggestions on the revision of maintenance procedures that were adopted by U.S. Army, Training and Doctrine Command (TRADOC). Two other suggestions were also adopted and implemented at Installation level, resulting in savings of over \$50,000.

JAN 1984 to DEC 1993

Optical Instrument/Fire Control Repairer, WG-3306-11
Department of the Army, Directorate of Logistics, 505 C Street West, Ft. Benning, GA 78901
Mr. Fred Jones, (706) 555-4567

Repaired equipment to include TTS and laser range finders. Also repaired and installed ordnance systems on M10, M109 Howitzers; M60A3, MIA2 Tanks; M901, and M981 Improved Tow Vehicles. Used voltmeters, multimeters, oscilloscopes, cable test sets, TTS test sets, test consoles, breakout boxes, field test sets, DSETS and computer sets to perform repairs. Checked circuits on TTS, laser range finders, gunners, control units, electronic units and computers. Responsible for the layout of all work, which required me to order parts, make repairs, modifications, test and make final inspections. Used wiring diagrams, schematics, sketches and blueprints. The systems were mechanical electronic, mechanical hydraulic, electronic hydraulic and hydraulic pneumatic. Due to a personnel vacancy, I performed the duties of the Electronic Integrated Systems Mechanic (WG-12) for approximately one year.

SEP 1980 to JAN 1984

Office Appliance Repairer, WG-4806-09
Department of the Army, Directorate of Logistics, 505 C Street West, Ft. Benning, GA 78901
Mr. Fred Jones, (706) 555-4567

Serviced all office machines and equipment. Maintained and inspected equipment using multimeters, oscilloscopes and other test equipment. Required to troubleshoot equipment, make repairs and final adjustments and modify all types of machinery and equipment, which consisted of Electro-mechanical and electronic repairs. Due to a personnel vacancy, I performed the duties of the Quality Assurance Inspector (WG- 10) for approximately four months. From July 1975 to July 1977 (while active duty Army), I worked in the same shop. I was assigned to 36th Engineer Group and attached to Directorate of Logistics. My rank was Sergeant (Promotable) and my MOS was 41B (Office Machine Repairer). I serviced all office machines and equipment for the Directorate and provided repair support for other Directorates.

AUG 1978 to SEP1980

Field Representative
Brownell Electro, 12 Main Street, Mobile, AL 12234
Roger Smith, (314) 471-2230

Position required me to travel over a four-state area. Conducted technical seminars on the use, assembly and proper installation of various electronic equipment and systems. I was responsible for

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demonstrating, representing and providing applications for test equipment to include ammeters, signal generators, oscilloscopes, digital controllers, decade boxes, megohmmeters, tachometers, frequency counters, multimeters, temperature testers, transistor testers and voltmeters. Assessed the customers' needs in terms of system designs and essential products needed. Used theory of electronics to design photo-electric systems, batching and totalizing systems, controlling Systems, switching systems, digital processing systems, high-speed counting systems and motor control systems. Demonstrated tools and equipment and their use to customers.

FORMAL EDUCATION:

HS Diploma, General Studies, Theodore High School, Theodore, Alabama, Jun 1967
Associates Degree, Criminal Justice, Troy State University, Columbus, Georgia, Nov 1982

SPECIALIZED TRAINING:

USAF, Avionics Sensor Maintenance, Oct 1998 to May 1999, 7 months
Dept of Army (DA), Aviators Night Vision, AN/AV-S6, 1 Nov 1992 to 10 Nov 1992, 64 Hrs
US Army Ordnance Center, Land Combat Support System, Jan 1994 to Apr 1994, 508 Hrs
USAF, F16 Aircraft, 34AMF462X0-I51, 3 Jun 1989- 5 Jun 1989, 23 Hrs
USAF, F16 Aircraft, C/D J4AMF462x0-195, 15 Jun 1991 to 24 Jun 1991, 54 Hrs
USAF, Supervisors EST course, 34ASF75000-34, 1 Jun 1995 to 2 Jun 1995, 12 Hrs
DELTAK, Electronics-Electronic Math/DC program, 12 Nov 1995 to 16 Nov 1995, 40 Hrs

LICENSES/CERTIFICATES:

None

AWARDS:

Dept of Army, Exceptional Performance, Jun 1998
Dept of Army, Exceptional Performance, Sep 1997
Dept of Army, Special Act/Service Awards, Oct 1996
Dept of Army, Exceptional Performance, Sep 1995
Dept of Army, Suggestion Awards, Mar 1994 and Jun 1994

OTHER INFORMATION:

I have also completed 65 quarter hours towards my BS degree
Typing Proficiency of 45 WPM

VACANCY REFERRAL NUMBER:

(Sample Announcement Number: G20010013)