

## WANDA WIRING

1212 Short Lane SE  
Albuquerque, NM 87106  
(505) 268-2468  
wwiring@aol.com

### OBJECTIVE

An Electrical Apprentice position with Ernie's Electric Company.

### QUALIFICATIONS

- \*Knowledgeable of electrical troubleshooting processes and procedures.
- \*Ability to use appropriate tools and diagnostic equipment to repair, replace, and test AC and DC electrical circuits.
- \*Experienced in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- \*Bilingual: English and Spanish.
- \*Attentive to detail, self-motivated, and safety-conscious.
- \*Strong interpersonal, teamwork, and customer-service skills.
- \*Proficient in the use of MS Word and the Internet.

### EDUCATION

Central New Mexico Community College, Albuquerque, NM  
Electrical Trades, Certificate, August 2007  
Residential Wiring, Certificate, April 2007

\*GPA: 3.25 \*Skills USA, Electrical Competition, Second Place, Spring 2007

COURSEWORK: Electrical Theory I, II & III; Electrical Math I; Electrical DC/AC Lab; AC Circuitry/Motors/Generators; Blueprint Reading I; Residential Wiring Lab; Residential Electrical Services; Electrical Motor Control Theory; Industrial Motor Control Lab; and Industrial Power Distribution.

### EXPERIENCE

Central New Mexico Community College, Albuquerque, NM  
Student Employee, Student Health Center, February 2006 – August 2007  
Performed clerical duties, including data entry, filing, photocopying, and faxing documents. Answered multi-line telephone and routed calls to appropriate individuals. Greeted visitors to the department, scheduled appointments, and provided quality customer service.

Bright Baby Day Care, Albuquerque, NM  
Child Care Assistant, July 2005 – January 2006  
Provided quality care for a group of seven preschool children. Assisted with teaching and recreational activities, ensuring safety for the children and promoting an effective learning environment. Maintained cleanliness of the food preparation and play areas; followed proper safety and sanitation procedures.  
\*CPR and First Aid Certifications \*Employee of the Month, November 2005

### COMMUNITY SERVICE

Habitat for Humanity, Albuquerque, NM  
Volunteer, Spring and Summer 2007  
Assisted with rough-in and trim-out of two single-dwelling homes.