**Nigel H. Arthur**

70 e 5st Ave | Broomfield, CO 80020 | (235) 294-4588

EMPLOYMENT HISTORY

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| **Locksmith** | **Tallahassee, FL** |
| Florida State University | *Nov 2012 – Nov 2017* |

As a Locksmith for Florida State University, I am responsible for immediately answering calls from the maintenance staff regarding issues with any locks on campus.

My daily activities include:

* Responding to maintenance calls and getting to the location within 1 hour
* Fabricating and duplicating locking keys Supplying, fitting, servicing, and repairing door and window locks
* Opening safes and vaults when the locking mechanisms malfunction
* Documenting the types of locks utilized in each building and maintaining a spare key at all times
* Installing and troubleshooting electronic access control systems, when requested

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| **Locksmith** | **Scottsdale, AZ**  |
| AAA | *March 2010 – Nov 2012* |

As a Locksmith for AAA, I was responsible for responding to customer calls when they had issues with their vehicle locks.

My daily activities included:

* Responding to customer calls, getting on location within 2 hours
* Discussing customers issues over the phone to determine the type of equipment to be utilized
* Manually unlocking a car door lock if the keys were inside the vehicle
* Researching the types of vehicle locks, resetting pins, and fabricating new keys when the vehicle key has been lost
* Installing and repairing electrical key FOB’s
* Processing the customer's AAA membership card

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| **Locksmith at Joe’s Locks** | **Tallahassee, FL**  |
| Raymond Pool Systems | *April 2008 – March 2010* |

As a Locksmith for Joe's Locks, I was responsible responding to house and business calls.

My daily activities included:

Responding to house and business calls within 3 hours Installing and repairing electric strikes and electronic security hardware Opening safes when the combination in unknown Repairing and replacing home and business locking mechanisms, mainly for doors and windows

EDUCATION HISTORY

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| Broomfield Business College, Broomfield, MT | **Broomfield, MT***2000 – 2002* |
| Associate of Science in Administrative Assisting |  **Scottsdale, AZ***1996 – 2000* |
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