

DUSTIN WEST  
3056478349  
email@email.com

## Technical Assistant



*Devoted and detail-oriented Technical Assistant with 3+ years of experience in aircraft management and four years more with industrial processes. FAA-APT certified and received FAA-AMT award. Saved \$45K in fuel expenses. Looking to use aircraft maintenance abilities by working at General Aviation Services as the new head maintenance Technical Assistant.*

### Skills

Maintenance Equipment and Tools	5/5
Computers and Electronics	5/5
Ground Service Equipment Maintenance	5/5
Electronic Control Systems	5/5
Pneumatic Systems	5/5

### Languages

English	5/5
Spanish	5/5

## Employment History

Technical Assistant at Algorax, Knoxville  
January 2019 — June 2021

*Experienced in interpreting United States Trade and Development Agency (USTDA) contract scope, which included planning of technical reports that involved direct communications with engineering personnel of Chinese power plants and translators. The reports will be dispersed by USTDA and Shanghai Electric Power Company Ltd.*

- Formed functional Excel and Visio graphics and files to be utilized as simple tools for the everyday engineering setting.
- Revised and translated U.S. Patent applications. In addition, collaborated with patent attorneys to review inspections of several patents that existed already to apply for a new patent (which was awarded in 2012).
- Collaborated with attorneys and contracted tax specialists for corporate accounting and diverse tax reporting.
- Helped contracted web designers with designing a new website

Technical Assistant at Nissan, Casilda  
January 2018 — December 2018

*Accountable for organizing international travel for the site visit to Bangkok, which included visa applications, planning, and consolidating official departmental office documents and correspondence.*

- Collaborated with staff and assorted companies for operational support.

- Accountable for modernizing and upkeep of office electronic/ hard filing system.
- Proactively mailed over 1,100 letters influencing prospective students.
- Organized celebratory and committee meetings within budget limitations.
- Helped in the arrangement and examination of electrical equipment.
- Supervised emails, phones, and personal queries professionally.

## Education

Electronic Maintenance & Mechanic Training Program, Factory Institute of Maintenance, Brooklyn Center  
June 2021 — June 2021

- *Applicable Coursework: Metallic & Non-Metallic Structures, Hydraulics and Pneumatics, Communication Electronics, Propellers, and Trouble Analysis, Fundamentals of Thermodynamics, Gas Turbine & Piston Power Plants.*

Associate in Science Degree, Electronic Maintenance Technology University, Boston  
January 2015 — December 2018

## Achievements

- Saved \$24k annually by eradicating slide label waste.
- Record processed roughly 390 specimens daily to assist Cytotechnologists in diagnosing for precise treatment.
- Two thousand six hundred safe hours and a 0- downtime record for five years running.
- Ran a \$9 million Engineering and Construction budget for projects in the state of Illinois.

## Details

Driving license	Full
Place of birth	San Antonio
Hobbies	Athletics, Rugby, Gaming
Links	<a href="#">LinkedIn</a> <a href="#">Pinterest</a> <a href="#">Resume Templates</a> <a href="#">Build this template</a>