

Patrick He
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To Whom This May Concern:

I would like to enquire about position available within your organization.

As a BC Red Seal Electrician, and registered Millwright apprentice, I have strong Electrical background and ongoing learning Mechanical knowledge. And I have always enjoyed learning new knowledge. I have registered Automated Control Program at BCIT to learn advanced electrical and mechanical knowledge.

I have over 6 years of experience in troubleshooting and maintenance machinery, mostly on VFD, conveyors, motors, pumps, freezers, and all type of laboratory equipment.

I have enclosed my resume for your consideration. I would be grateful if you were to contact me in the meantime should you know a position that you think is suitable. I can be contacted at all times on details.

Thank you in advance for your time.

Sincerely,

Patrick He

Summary:

- Highly skilled and dependable electricity and machinery maintenance handyman with a great customer service history.
- Excellent knowledge and experience in inspecting and repairing equipment.
- Fluent in Mandarin and English.
- Basic MIG / TIG welding skills.
- Forklift Certificate.
- Class 5 driver license with clean record and reliable vehicle.
- Own power and hand tools.
- Registered Millwright Apprentice.
- BC Inter-Provincial Red Seal Electrician Certificate.

Work Experience:

Maintenance Specialist

May, 2018 to Present

Food4change Ltd.,

Delta, BC, Canada

- Read and follow blueprints, drawings, and manuals to determine work procedure, required maintenance and service.
- Use a variety of hand and power tools, meters, and materials handling equipment in performing duties.
- Install and modify new machinery, such as pumps, conveyor, motor, VFD etc.
- Align, adjust and calibrate machinery and equipment parts as required.
- Troubleshoot equipment problem and perform immediate repairs and preventative maintenance on equipment.
- Daily, weekly, monthly routine preventive maintenance.

Maintenance Specialist

Sep, 2012 to May, 2018

Applied Biological Materials Inc,

Richmond, BC, Canada

- Plan, schedule, coordinate and execute general maintenance work for 7 units, 40,000 sft lot, 100 employees.
- Operate hand and power tools regularly in work performance.
- Monitor workplace safety procedures and trained new worker in proper safety techniques.
- Troubleshoot and repair for all type of problems at workplace, including but not limited to: network issues, computer hardware/software issues, email issues, equipment issues, and facility issues.
- Renovated new unit expansion and new facility / lab set up, including but not limited to: drywall repair / remove / installation, electricity wire/ plumbing / HVAC installation, surveillance / alarm system installation, lab working bench installation, painting.

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- Maintain and repair medical / laboratory equipment, such as centrifuge, pipette, bio-safety cabinets, incubator, 4°C, -20°C, -40°C, -80°C, -130°C freezer, etc.
- Review contractor bids for services, and work as a team to complete the project.
- Quick response for all issues that occur with the building or equipment, and offer emergency services 24/7.

Construction Worker

Jan 2011 to May 2018

Kejilo Construction Ltd,

Surrey, BC, Canada

- Performed construction tasks using basic hand tools and power tools.
- Perform all type of construction labor, including of digging, paving, and hauling, and assist skilled workers to complete residential, commercial and small business construction projects.
- Independent work on all type of residential renovation or updating project, including of floor, drywall, wiring, plumbing, painting, HVAC, landscaping.
- Prepare work site at beginning of shift, and organize during the work, and clean it at the end of shift

Admin Assistant

Dec, 2010 to Sep, 2012

Terry Immigration Ltd,

Richmond, BC, Canada

- General office administration and bookkeeping work;
- Customer service related work;

Education:

- Vancouver Island University Diploma in Business Dec, 2010
- Currently enrolled at BCIT for Automated Controls Installation and Maintenance Program
- Currently enrolled at BCIT for Millwright Apprenticeship Program

Reference Available upon Request