

**KEVIN ROMANOFF**  
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## OBJECTIVE

To obtain a position in the field of **Maintenance Technology**

## EDUCATION

Harper College, Palatine, IL	
Commercial Maintenance Certificate	Expected May 20xx
Basic Maintenance Certificate	May 20xx

## RELEVANT COURSEWORK

Welding	Electrical Wiring	Prints and Schematics
Carpentry	Plumbing	Heating Principles
Machine Processes	Refrigeration Fundamentals	Small Equipment Maintenance

## EXPERIENCE

**Maintenance Assistant** 20xx to Present  
YMCA, Elgin, IL

- Assist in maintenance of all facilities, grounds and equipment to ensure safety of members and staff including performing preventative maintenance and repairs
- Maintain inventory of custodial supplies and keep supplies stored safely
- Review daily work order priorities with supervisor at the beginning of each shift
- Respond to after-hours facility emergencies

**Driver / In-shopper** 20xx to 20xx  
Jimmy John's, Schaumburg, IL

- Picked up orders, charted delivery routes and delivered sandwiches within guaranteed time period to provide outstanding customer service
- Took sandwich orders over phone and in-person and accepted payment for orders

## VOLUNTEER EXPERIENCE

**Campground Building Restoration Project** 20xx to Present  
Elgin Park District, Elgin, IL

- Assist in restoration of campground's cottages and public buildings by painting, replacing rotted wood and fixing broken windows
- Inventory roofing and siding materials to ensure enough material available to complete project