

Jahi Diop Garcia

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Objective:

A position in the Electrical Field where I can put my training in to action and continue to grow in the industry.

Education:

QBI, The Training Institute, Electrician's Helper Certificate, 7/2016

- *Technical skills:* Knowledge of NEC Codes & OHMS Law; Blueprint & Schematic Reading; Safety & Grounding procedures; Installation of circuit breakers; Circuits & Special Purpose Outlet; Commercial Branch & Special Outlet; Residential & Commercial Wiring; Conduit Bending; Basic Electronics; AC/DC Semiconductor/Digital
- 10 Hour OSHA Card

Fordham Leadership Academy for Business & Technology, High School Diploma, 1/2015

AHRC, Inc, Completed Housekeeping Certificate

Experience:

AHRC Careers Program with HRS

New York, New York

Housekeeper (Internship)

03/2015 to 11/2015

- Cleaned laboratory equipment, such as glassware and metal instruments, using solvents, brushes, rags and power cleaning equipment.
- Stripped, sealed, finished and polished floors.
- Dusted furniture, walls, machines and equipment.
- Cleaned and polished furniture and fixtures.
- Serviced, cleaned and supplied restrooms.
- Gathered and emptied trash.
- Cleaned building floors by sweeping, mopping, scrubbing and vacuuming them.

Leonard Lied Library

New York, New York

Office Assistant (SYEP)

07/2014 to 08/2014

- Established and maintained a high customer service performance standard. Administered the library collection by cataloguing and entering assigned categories of materials on all relevant library catalogue systems.
- Made purchase recommendations on books, videos and other library inventory acquisitions.
- Performed circulation desk duties including issuing library cards; checking collection materials in and out; collecting fines and troubleshooting.
- Worked in assigned areas of the library performing a range of duties and responsibilities in each i.e., in reference, circulation, children's, branch and community outreach.

Skills:

- Strong communication skills
- Ability to adapt towards difficult situations
- Detailed oriented capable problem solver
- Computer/Technical Literacy
- Positive Attitude/Motivated

References Furnished Upon Request