

Michael Cunningham

contact: bhiggins@qbitti.com

OBJECTIVE: To obtain a position as an Office Machine Repair Technician where I can utilize my training and mechanical skills.

EDUCATION

QBI The Training Institute

LIC, NY

Office Equipment & Photocopier Repair Certificate, with honors, 6/15

Theory: Basic and Advanced Troubleshooting Techniques, Digital Copier Process, Preventive Maintenance, Component Assembly/Disassembly, Knowledge of Xerographic copy process, Mechanical Troubleshooting, Installing and removing computer software and hardware, Basic networking TCP/IP, Schematic reading, Basic Electronics.

Instructional Equipment /Troubleshooting Experience:

- **Copiers:** Canon IR105, Toshiba E Studio 550
- **Printers:** HP 4 Plus, HP 4100DNT, HP 4000TN, HP 8150
- **Color Printers:** HP Color Laser Jet 4700DTN

Educational Opportunity Center

Brooklyn, NY

Training received: Computer Technology, 1995-2007

Metropolitan Career Institute

New York, NY

Training received: Office Secretarial Skills, 1990

Lehigh Technical School

Jamaica, NY

Certificate earned: Digital Computer Technology, 1990

Adirondack School for Boys

New York

Training completed: Office Machine Repair, 1986

Worked on IBM Photocopy Machines

WORK EXPERIENCE

Eproxy Corporation

Little Neck, NY

Product Assembler

1991 – 1993

- Assembled brochures, portfolios and envelopes for businesses

Shetterett Company

Farmingdale, NY

Inventory/Stock Clerk

1986 – 1990

- Retrieved and transported stock from the warehouse with a cherry picker

National New Built Dryers

Farmingdale, NY

Washer and Dryer Assembler

1982 – 1986

- Assembled or disabled washing machines and repaired as needed
- Responsible for installation of new parts

SKILLS

- Skilled in office machine and digital computer repair
- Knowledgeable in MS Office
- Troubleshooting electronic equipment