

Russell Boney

contact: bhiggins@qbitti.com

Objective: A career with growth & stability where I can utilize my background & mechanical skills.

Education:

QBI The Training Institute, Inc. **Long Island City, N.Y.** **4/2014**
Office Equipment and Photocopier Repair Certificate

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

Clara Barton High School **Brooklyn, N.Y.** **6/2013**
General High School Diploma

Experience:

SUNY Downstate Hospital *Bed Shop Technician* **2012 – 2013**
Brooklyn, NY

- Repaired electric beds or cribs as needed & replaced any batteries.
- Delivered replacement beds to rooms when irreparable.
- Additional projects as assigned.

St. Matthew's RC Church *Handyman's Assistant* **2011 – 2012**
Brooklyn, NY

- Repaired or replaced locks, minor plastering & painting.
- Mopped or swept floors in preparation for church services.
- Assisted with set up for all church services.
- Upkeep of surrounding grounds by sweeping or removal of any debris.
- Identified & reported any necessary repairs to the supervisor.

Medgar Evers College (Summer Youth Employment) *Office Asst.* **6/2010 – 8/2010**
Brooklyn, NY

- Answered phones & took messages.
- Did all filing or faxing for office staff.
- Kept all students' tutoring attendance records.
- Sorted all incoming mail for Tutors.

Skills: Basic experience with Microsoft Office