

Rachel Schultz

PROFESSIONAL SUMMARY

- 3 ½ years as Electronics Maintenance Supervisor – Technical
- 9+ years as Electronics Maintenance Technician – Technical
- Ability to read and interpret schematics, diagrams and floor plans
- Strong problem solving and troubleshooting skills

SKILLS

EXPERT:

- MS Office
- MS Outlook
- Windows XP/7/10

PROFICIENT:

- Soldering
- Cable Routing/Connecting/Organization
- MS Project/Visio
- Blueprints/Electric Schematic Reading
- Lock-Out/Tag-Out Procedures
- MS SharePoint
- Technical Writing
- Problem Solving/Troubleshooting

FAMILIAR:

- Pneumatics/Hydraulics
- PLC Programming
- MS Access
- SAP
- CAD Software (Pro-E, Auto CAD)
- Fiber Optics
- Adobe Photoshop/Professional 2010
- ISO 13485: 2016 Medical Devices
- UNIX/LINUX
- Hardware/Software Installation
- Multi Sim/Fluid Sim
- Programming (VBA/C)
- Industrial Controls
- Automated Conveyors/Controls
- Networking/Network Topology

EDUCATION

ECPI University - Northern Virginia, Manassas, VA

June 2014

B.S. Electrical Engineering Technology – Mechatronics, GPA 3.4

EXPERIENCE

Biomedical Equipment Technician I

May 2016 – Current

Agiliti (formerly Universal Hospital Services) – Machesney Park, IL

- Demonstrates competency to perform operational verification procedures, preventive maintenance and repair service on various pieces of equipment
- Basic understanding of industry regulatory requirements and ISO standards
- All paperwork and computer data completely entered in a timely and accurate manner to ensure accurate billing and regulatory compliance
- Maintains and projects confidence, enthusiasm and professional image, demonstrates team orientation and shows respect for others

Maintenance Supervisor / Professional Maintenance Lead September 2014 – May 2015

Prestige Engineering – FCA (Chrysler) Belvidere Stamping Plant, Belvidere, IL

- Used failure analysis techniques to work towards increasing the efficiency of all **206** machines
- Facilitated the cooperation between equipment specialists and maintenance people to work towards a goal of zero breakdowns
- Compiled and delivered data pertaining to Stamping equipment to verify current projects and to assist in planning additional future projects
- Created, scheduled, and verified multiple types of training for **33** skilled trades workers, which included Electricians, Millwrights, and Pipefitters

Engineering Technologist September 2012 – December 2013

ExxonMobil Research & Engineering – Fairfax, VA

- Learned the basics of industrial controls and electronics and how their functionality and reliability could be improved in the field while insuring the safety of personnel and equipment
- Assisted team leader in production of **12** safety, normal operation, maintenance, and calibration procedures for new systems installed at oil refining sites
- Created and implemented sectional and divisional Records Management plan to correctly save and store classified documents
- Assisted team leader in development and testing of new wire cut over tool and procedures to allow systems to be transferred from old equipment to new without fully shutting down any entire production system

Electronics Maintenance Technician / Supervisor October 2007 – June 2012

United States Navy – USS Forrest Sherman (DDG-98), Norfolk, VA

- Work center supervisor in charge of **12** sailors and lead technician during INSURV inspection resulting in a score of **100%** for both the submarine detection and for the status of equipment, which resulted in an overall score of **95%**
- Supervisor and technician of all torpedo maintenance with over **2000** hours of Preventative Maintenance and troubleshooting resulting in **100%** completion of all maintenance
- Documented, logged and conducted over **4000** hours of troubleshooting and corrective maintenance on Sonar equipment
- Ordered, tracked, stored and maintained all inventory of Maintenance Assisting Modules and spare parts that totaled over **\$1 Million**
- Trained and mentored **5** junior technicians in preventative maintenance, corrective maintenance, system operations and shipboard maintenance policies for both hardware and software
- Reorganized, implemented and maintained required training program for division of **15** sailors which consisted of teaching of multiple different topics ranging from first aid and holiday safety to preventative maintenance and damage control for equipment
- Conducted training classes, qualification and re-qualification shoots for fire arm training for entire ships company (approx. **250** people) which included proper usage of firearms (9mm, M4, M16, M500 Shotgun) and ammunition, safety precautions, correct terminology of parts, and possible situations where the use of firearms would be necessary at multiple times throughout the year