

DIANNE ALBERT

338 Brodie Street N

Thunder Bay Ontario

807-708-1368

dianne004@hotmail.com

SKILLS & QUALIFICATIONS

B-Z License, Safety-conscious worker, clean driver's abstract

First Aid Certificate

Security Guard License

Smartserve Certificate

Proven team worker with excellent interpersonal, customer service and communications skills

Qualified Automotive and Truck and Coach Technician; over 15 years' experience repairing automobiles and heavy equipment

Experienced shipping/receiving clerk, ordering and maintaining stock

Experience with computers; PeopleSoft, computerized inventory systems, Microsoft Office, email, internet search engines

EMPLOYMENT EXPERIENCE

Security Guard

2014

Commissionaires/Thunder Bay Airport

- Identify, monitor and report any security threats on site through the chain of command
- Respond to fire alarms, threats, and emergencies in a timely manner.
- Be physically able to foot patrol 18 – 20 km per shift;
- Follow radio and emergency telephone procedures and site protocols.
- Follow post orders; and

- Write daily DOR shift reports and incident reports.

Finisher

2013-2014

Bombardier

Thunder Bay, ON

- Read schematics, blueprints and other technical diagrams
- Bolt, screw, clip, or otherwise fasten transit car parts and components together using hand and power tools and equipment
- Connect cables, tubes and wires to complete assemblies and installations
- Position and install parts, subassemblies and accessories such as door panels, emergency brake valves using hand and power tools and other aids like overhead hoists
- Fit and adjust parts such as doors, ceiling panels, com panels, etc.

Security Guard

2014

Apex Security

- Identify, monitor and report any security threats on site through the chain of command;
- Respond to fire alarms, threats, and emergencies in a timely manner
- Be physically able to foot patrol 18 – 20 km per shift;
- Follow radio and emergency telephone procedures and site protocols
- Follow post orders; and
- Write daily DOR shift reports and incident reports.

Contract Driver

2011-2012

Chronicle Journal

Thunder Bay, ON

- Operate and drive automobiles, vans and light trucks to pick up and deliver newspapers and magazines
- Perform pre-trip and post-trip inspection of vehicle
- Plan delivery travel schedules and service routes
- Load and unload cargo, goods or merchandise
- Provide customer service

- Record information on pick-ups and deliveries, vehicle mileage and fuel costs and report any incidents or problems encountered

School Bus Driver

Iron Range

2011-2012

Thunder Bay, ON

- Perform pre-trip and post-trip inspection of vehicle
- Operate School Bus in all weather conditions and in high traffic
- Record mileage and fuel consumption and defects found.
- Ensure safety procedures are followed at all times.
- Follow scheduled route as per manifest, perform pick-up and delivery of children in a safe timely manner from door to school.
- Monitor children activities and teach safety guidelines and proper policies to ensure safe travelling with children on the bus.
- Complete accident or incident reports

Parts Clerk/Truck & Coach Mechanic

City of Winnipeg (Fire and Transit Departments)

2001-2011

Winnipeg, MB

- Operate City Transit Buses
- Fuel, check fluid levels and top up. Drive Buses through car wash, clean interiors and graffiti removal.
- Receive and sort incoming parts and supplies
- Store items in an orderly and accessible manner in a warehouse, tool room, supply room or other area
- Process incoming requisitions and issue or distribute parts and supplies for internal usage
- Maintain records of orders and the amount, kind and location of parts and supplies on hand using manual or computerized inventory system
- Prepare requisition orders to replenish parts and supplies
- Sell spare and replacement parts for motor vehicles, machinery and equipment in a retail setting
- Advise retail customers or internal users on appropriateness of parts, supplies or materials requested

- Determine method of shipment and arrange shipping; prepare bills of lading, customs forms, invoices and other shipping documents manually or by computer
- Assemble containers and crates, record contents manually or by computer, pack goods to be shipped and affix identifying information and shipping instructions
- Oversee loading and unloading of goods from trucks or other conveyances
- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods
- Unpack, code and route goods to appropriate storage areas
- Maintain internal, manual or computerized record-keeping systems
- May operate forklift, hand truck or other equipment to load, unload, transport and store goods.

Truck & Coach Mechanic

- Review work orders and discuss work with supervisor
- Inspect motor in operation, road test motor vehicle, and test automotive systems and components using computerized diagnostic and other testing devices to diagnose and isolate faults
- Adjust, repair or replace parts and components of automotive systems including fuel system, brakes, steering and suspension, engine and drive train, emission control and exhaust, cooling and climate control, and electrical and electronic systems using hand tools and other specialized automotive repair equipment
- Test and adjust repaired systems to manufacturer's performance specifications
- Perform scheduled maintenance service, such as oil changes, lubrications and tune ups
- Advise supervisor on work performed, general vehicle condition and future repair requirements
- Inspect and test mechanical units, such as engines, transmissions, axles and brake systems, to locate faults and malfunctions

- Diagnose faults or malfunctions and confirm findings with supervisor to determine whether to repair or replace unit
- Repair or replace mechanical units or components using hand and power tools
- Test and adjust units to specifications for proper performance
- Complete reports to record problems and work performed
- Adjust, repair or replace parts and components of commercial transport truck systems including chassis, frame, cab, body, engine and drive train, air brakes, steering, and fuel, hydraulic, electrical and electronic systems
- Adjust, repair or replace parts and components of truck-trailer systems including structural, brake and electrical systems

Lead Operator

1998-2001

Isobord Enterprises

Ellie, MB

- Operate and tend various wood processing equipment and machines to remove bark, knots and dirt from logs, reduce logs or sawmill waste into wood chips or flakes, stack and band lumber, screen wood chips and produce particleboard,
- Operate and tend conveyors, lathes, sanding machines and other equipment to peel veneer from logs and log sections, and to glue, press, trim, sand and splice veneer sheets
- Operate and tend kilns, treating tanks and other equipment to dry lumber and other wood products, and to treat chemically and impregnate wood products with preservatives.
- Observe equipment, panel indicators, video monitors, and other instruments to detect malfunctions and ensure that processes are operating according to specifications
- Assemble plywood panels and repair plywood and veneer mechanically or manually

- Start up, shut down, set up, adjust and assist in maintaining processing equipment and machines as required
- Complete and maintain production reports

Automotive Technician

1996-1998

Eastern Chrysler

Winnipeg, MB

Ministry of Transportation and Communications

Thunder Bay, ON

- Review work orders and discuss work with supervisor
- Inspect motor in operation, road test motor vehicle, and test automotive systems and components using computerized diagnostic and other testing devices to diagnose and isolate faults
- Adjust, repair or replace parts and components of automotive systems including fuel system, brakes, steering and suspension, engine and drive train, emission control and exhaust, cooling and climate control, and electrical and electronic systems using hand tools and other specialized automotive repair equipment
- Test and adjust repaired systems to manufacturer's performance specifications
- Perform scheduled maintenance service, such as oil changes, lubrications and tune ups
- Advise customers on work performed, general vehicle condition and future repair requirements.
- Inspect and test mechanical units, such as engines, transmissions, axles and brake systems, to locate faults and malfunctions
- Diagnose faults or malfunctions and confirm findings with supervisor to determine whether to repair or replace unit
- Repair or replace mechanical units or components using hand and power tools
- Test and adjust units to specifications for proper performance
- Complete reports to record problems and work performed

EDUCATION & TRAINING

Smart SERVE COURSE	2014
Security course at Safety Net	2013
Purchasing & Receiving Delta 8.9 Training City of Winnipeg	2007
EVT Master Technician City of Winnipeg	2001
Automotive / Truck & Coach Technician Certificate Confederation College, Thunder Bay	1995
Ontario Secondary School Diploma Geraldton Composite High School	<u>1974</u>

References

Jen Wolf	Supervisor Bombardier	807-472-0028
Cory Rasbutzen	Supervisor Bombardier	807-472-0751
Ron Englemann	Supervisor MTO	807-627-0022