

# STEVEN SHEALEY

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## Professional Summary

Experienced maintenance and repair worker looking for opportunities in Hvac, Grounds or Facility maintenance, repair and processes. Reliable, hardworking and committed to getting each job done as quickly, efficiently and safely as possible.

## Skills

- Safe driver in adverse conditions
- Adept at recordkeeping
- Commercial driving expertise
- Safety-conscious
- Map reading and navigation skills
- Customer-oriented
- Clean MVR
- Knowledge of state roads and highways
- Organized
- Dependable
- Recovering and recycling
- Dehydration knowledge
- Hard working and self-motivated
- Fast learner
- Innovative
- Flexible schedule
- Shipping and receiving
- Material handling

## Work History

Warehouse And Delivery Driver, 01/2017 to 06/2017

Tarheel Linen, Mat & Uniform Service, Inc. – Durham, North Carolina, United States

- Maintained accurate stock records and schedules.
- Redirected shipments en route in response to customer requests.
- Communicated all emergencies, delays due to weather and carrier schedule changes to customers and supervisors.
- Picked products for specific routes according to pick sheets.
- Tracked time spent on assignments each day for productivity reporting.
- Contacted customers prior to delivery to confirm and coordinate delivery times.
- Loaded truck and properly secured items to prevent damage during transportation.
- Completed on-time deliveries by choosing the best and most efficient routes.
- Submitted receipts and money received from deliveries at the end of each shift.
- Loaded and secured items in trucks.

Hvac Helper, 08/2015 to 04/2017

Hall's Heating & Air Conditioning – Durham, North Carolina

- Transferred tools, parts, equipment and supplies to and from work stations.
- Connected and disconnected wiring, piping and tubing.
- Maintained and repaired tools, equipment and machines.
- Installed machinery, equipment and new and replacement parts.
- Followed a routine maintenance checklist.
- Recorded type and cost of maintenance and repair work.
- Serviced systems for air handling, hydraulic, electrical, valves, circuits and pumps.

Material Handler/Forklift Operator, 01/2013 to 08/2015

Ram Tool Construction Supply Co. – Raleigh, North Carolina, United States

- Built containers and pack parts in accordance with detailed packing specifications.
- Verified part Numbers and placed parts in appropriate shipping containers.
- Maintained counts and lifts, shifts and stocks materials and parts.
- Recognized and reported defective material and equipment to shift supervisor.
- Received and correctly processed both written and verbal instructions, prints and work orders.
- Inspected and tested components, assemblies and power tools.

Maintenance And Repair, 02/2012 to 02/2013

Ward's Home Improvement – Durham, North Carolina

- Followed routine and preventative maintenance checklists.
- Repaired defective equipment parts.
- Accurately read, understood, and carried out written instructions.
- Communicated operational issues and changes to supervisor on regular basis.
- Followed company procedures to maintain work environment in a neat and orderly condition.
- Prepared and administered preventative maintenance work orders.
- Employed wide variety of hand and power tools including hoists, drills, precision measuring instruments and electronic testing devices.

## Education

GED: 1991

Sand Hills Community College - Pinehurst, North Carolina