

Jaclyn R. Cordonnier  
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## **OBJECTIVE**

To obtain a position as a Biomedical Equipment Repair Technician where I can utilize my training and skills to maintain and repair various types of medical devices.

## **EXPERIENCE**

### **Department of Defense, USAFR and CACI, Inc. (Aug 03-Present)**

Biomedical Equipment Technician

- Maintains 2,700 medical devices totaling over \$15.2 million for deployed military members as well as for David Grant Medical Center, Travis Air Force Base, California
- Manages scheduled and unscheduled monthly work orders
- Performs inspection, preventive maintenance, and calibrations on medical equipment using various types of test equipment.
- Proven abilities in a wide range of technical skills, including:
- Schematic reading Soldering
- Pneumatics Troubleshooting

### **National Closing Solutions, Rocklin, CA (June 05 – Jan 06)**

Title Searcher

- Responsible for searching properties for Grant Deeds, Deeds of Trust, Judgments, and other types of documents that may affect certain real property. Also worked closely with the Recording Department distributing recorded documents to lenders and home owners, filing, and clearing Statements of Information for preliminary reports.

### **Commerce Title Company, Folsom, CA (July 02 – Dec 03)**

Title Clerk

- Responsible for customer service, searching and typing preliminary reports, distribution of reports, filing, training "First American System Technologies (F.A.S.T. System)" and Word 6.0, converting preliminary reports to new system, and creating an advanced searching system for preliminary reports.

## **COMPUTER EXPERIENCE**

Microsoft Windows 95, 98, 2000, XP, and NT, Microsoft Office 95, 97, and 2000, XP, Microsoft Explorer, Netscape Navigator, Corel, Lotus Notes, Word 6.0, F.A.S.T

## **EDUCATION AND TRAINING**

### **Department of Defense Biomedical Equipment Repair Technician School**

#### **Sheppard Air Force Base, Wichita Falls, Texas (Mar 04 - Jan 05)**

- Basic Electricity/Electronic Theory
- Dental and Sterilizer Systems
- General Medical Equipment Repair
- Respiratory Equipment
- Cardiographic Diagnostic Equipment
- Clinical Laboratory Systems
- Diagnostic Imaging I/II
- Advanced Electronic Theory/ Field Support Training
- Contingency Medical Operations and Casualty Care

### **American River College, Sacramento, CA**

- Early Childhood Education Course