

# Wendy Harris

## Electrician

### AREAS OF EXPERTISE

*Maintenance*

*Equipment selection*

*Safety protocols*

*Buildings construction*

*Estimating*

*Equipment testing*

*Health & safety legislation*

### PROFESSIONAL

*Possess 17th Edition  
Wiring Regulations*

*NICEIC registered*

*City and Guilds 2391  
'Inspection and Testing'*

*First Aid and CPR  
qualified*

### PERSONAL SKILLS

*Methodical*

*Practical*

*Attention to detail*

### PERSONAL DETAILS

*Wendy Harris  
34 Anywhere Road  
Coventry  
CV6 7RF*

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*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A time-served and suitably qualified electrician with extensive knowledge of electrical legislation, codes, and standards of practice. Experienced in installing, maintaining and testing electrical systems and equipment in domestic, commercial and industrial environments. Physically fit for demanding work and having own transport and willing to travel. Possessing an in depth knowledge of safety procedures for both construction and maintenance projects.

Now looking to further a successful career by working for an ambitious and expanding company.

### WORK EXPERIENCE

#### *Electrical Contractor – Coventry*

**ELECTRICIAN** June 2008 - Present

Responsible for Installing, maintaining, and repairing electrical wiring, equipment, & fixtures. Making sure that all work done is in accordance with Health & Safety regulations. Also involved in advising clients and senior managers verbally or in writing on hazardous equipment and essential work that needs doing.

#### *Duties:*

- Using test equipment & hand tools to diagnose, locate & fix electrical problems.
- Checking & testing circuit breakers and replacing them where required.
- Responsible for costing and estimating commercial jobs, tenders and enquiries.
- Tracing, diagnosing and rectifying electrical faults.
- Carrying out electrical installation and maintenance work.
- Carrying out new project work, design and installation.
- Interpreting work instructions, drawings and schematic diagrams.
- Maintaining and repairing all electrical equipment.
- Connecting wires to circuit breakers, transformers and other components.
- Accountable for all electrical and general tasks relating to maintenance.
- Travelling to locations on site and working both indoor and outdoor.
- Using tools & testing equipment including oscilloscopes, ammeters & test lamps.
- Administrative work like maintaining records and files and preparing reports.
- Working on ladders, scaffolds, and roofs in retail outlets, pubs, local authorities and general commercial office buildings.

### KEY SKILLS AND COMPETENCIES

- Ability to read and interpret wiring diagrams and floor plans.
- Able to communicate effectively at all levels and willing to learn new skills.
- Having a understanding of BS 5839 part 6 (design of fire detection installation).
- Good problem-solving skills for diagnosing electrical faults.
- Flexible approach to work & willing to work 12 hour shifts, nights & weekends.

### ACADEMIC QUALIFICATIONS

City and Guilds 2330 Certificate in Electrotechnology Level 2 /3

*Nuneaton North College 2005 - 2008*

A levels: Maths (A) English (B) Technology (B) Science (C)

*Coventry Central College 2003 - 2005*

REFERENCES – Available on request.

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