Anthony Berru

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**Objective**:

To join the educational field as a college professor. To enlighten students and spark within them a passion for writing whether it be poetry, short stories, novels, or non-fiction.

**Experience**:

03/2020- Present **Air and Lube Systems**

Maintenance Technician

As the face of the company, my job is to meet with customers and talk them through the process of fixing their equipment while keeping them happy and providing any information on timelines of repairs. I’ve trained several employees on the ins and outs of the position while also writing a “how to” beginner’s guide for maintenance.

05/2018-03/2020 **Practical Tools Inc.**

Order Puller/ Data Entry

I was given the task of pulling orders that the customer’s needed and calling manufacturers and producers to find out lead times for queued products. Another part of the position was to enter data into Excel for refurbishing tools. While in this position, I also wrote up a step-by-step guide for encoding the tools as well as a troubleshooting guide if things went wrong. Communication with the sellers in the company were done via email, phone calls, and face to face.

**Qualifications**:

* Work well under pressure
* Multi tasker
* Able to work independently & in groups
* Trained new and experienced groups

**Education**:

M.A. in English: Education

B.A. in English

References Available upon Request