

Kimberly Pribil

Electrician

Lino Lakes, MN

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(651)274-5746

Adaptable individual with drive and strong people skills. Dedicated employee who stays current with technological advances and Industry trends. Also have my Associates as an Administrative Specialist with solid experience managing all levels of large scale projects, including budgeting and administration. Proficient in Microsoft Excel, PowerPoint and Project, and Windows Server.

Authorized to work in the US for any employer

Work Experience

Electrical Assembler

Anderson Dahlen - Ramsey, MN

December 2018 to Present

Electrical Apprentice

I.B.E.W. Local

July 2014 to September 2017

- * Installed, repaired and tested electrical and electronic systems.
- * Installed electrical conduit and wiring for power, controls and lighting.
- * Installed electrical and mechanical equipment in accordance with the National Electric Code.
- * Interpreted blueprints, schematics, drawings and layouts to complete repairs.
- * Tested, troubleshot and calibrated equipment in the shop and in the field.

Administrative Assistant

L&M Services of Buffalo LLC - Buffalo, MN

2012 to January 2012

- * Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- * Maintain electronic and hard copy filing system
- * Open, sort and distribute incoming correspondence
- * Perform data entry and scan documents
- * Manage calendar for Managing Director
- * Assist in resolving any administrative problems
- * Run company's errands to post office and office supply store
- * Answer calls from customers regarding their inquiries
- * Prepare and modify documents including correspondence, reports, drafts, memos and emails
- * Schedule and coordinate meetings, appointments and travel arrangements for Managers
- * Maintain office supplies for department

Administrative Assistant

Republic Drill Corporation - New Brighton, MN

January 2004 to November 2008

- * Directed guests and routed deliveries and courier services.
- * Opened and properly distributed incoming mail.
- * Assisted with event planning, including associated travel and logistical arrangements.
- * Compiled company information and related material and distributed it to candidates.
- * Ordered and distributed office supplies while adhering to a fixed office budget.
- * Answered and managed incoming and outgoing calls while recording accurate messages.
- * Maintained a clean reception area, including lounge and associated areas.
- * Obtained signatures for financial documents and internal and external invoices.
- * Completed data entry, tracked resumes and maintained the applicant tracking system.
- * Managed office supplies, vendors, organization and upkeep.

Education

Associate of Applied Science in Applied Science

Anoka Hennepin Technical College - Ramsey, MN

2013

Electrical

Minneapolis J.A.T.C. - Saint Michael, MN

Skills

AC/DC (2 years), BLUEPRINT (2 years), CIRCUITRY (3 years), Microsoft Office (10+ years), Assembly, Power Tools, Maintenance, Manufacturing

Additional Information

Skills

- * Electrical panel upgrades
- * Schematics interpretation
- * AC/DC control circuitry
- * Hand and power tools
- * National Electrical Code knowledge
- * Self-motivated
- * Strong verbal communication
- * Works well in a team environment
- * Understanding of client business requirement
- * Multi-tasking
- * Installation and repair specialist
- * Blueprint interpretation
- * Data management