

# Paul Carter

321 7<sup>th</sup> Street North #22, Sartell, MN 56377 | Phone 320.260.5993 | pcarter@haloknight.com

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## Skills Profile

- Highly developed troubleshooting skills
- Excellent problem-solving skills
- Exceptional computer skills
- Able to work independently, prioritize tasks and meet deadlines

## Education

### Schools Completed

1983 – 1995

*United States Navy Schools*

*Various Locations*

- Basic Electricity and Electronics
- Electronic Theory – AVA
- Secondary Electronic Theory – AFTA
- Advanced Electronic Theory – AVIC7
- Corrosion Control
- Navy Leadership Development Program
- Leadership and Management Educational Training

### High School Graduate

*Apollo High School*

May 1983

*Saint Cloud, MN*

## Software and Programming Proficiency

- Microsoft Office 2007 – Excel, Access and Outlook
- AutoCAD 2002
- Proficient with Visual Basic and PLC Ladder Logic
- Program various systems including Yaskawa, Allen-Bradley, Omron, GE and others

## Employment History

### Electrical Designer

1995 – Present

*Diversified Machine, Inc.*

*Saint Cloud, MN*

- Design, wire and program electrical systems for automated industrial machines
- Ensured machines meet NFPA79 and NEC requirements
- Troubleshoot and repair equipment at customer sites
- Build, program and maintain Access databases that track time, material, blueprints, jobs, purchasing and quotes
- Write programs that integrate AutoCAD and Solidworks with databases
- Maintain all computers and network server, including routine maintenance and software updates as needed
- Troubleshoot and repair various milling machines
- Write purchase orders, job cost estimates and quotes

### Test Supervisor/Quality Control Inspector

1993 – 1995

*Custom Assembly Technologies*

*San Marcos, CA*

- Supervised twelve technicians in testing, troubleshooting and repair, to component level, of electronic assemblies
- Created forms and charts for statistical process control
- Coordinated setup of special test processes for multiple customers

### Aviation Electronics Technician

1983 – 1995

*United States Navy and United States Navy Reserves*

*Memphis, San Diego, Guam and Persian Gulf*

- Gulf War veteran – served active duty for nine years and as a reservist for two years
- Quality control inspector
- Trained new personnel
- Shift supervisor
- Tool control supervisor
- Repaired HF, VHF and UHF communications equipment