

Paul Glasgow

Contact: bhiggins@qbitti.com

Objective: To obtain a position in the Office Equipment Technology field with a company that has room for growth.

Education:

QBI The Training Institute, Inc. **Long Island City, N.Y.** **2011**

Office Equipment and Photocopier Repair Certificate

Theory: Basic and Advanced Troubleshooting Techniques, Digital Copier Process, Preventive Maintenance, Component Assembly/Disassembly, Knowledge of Xerographic copy process, Mechanical Troubleshooting, Installing and removing computer software and Hardware, basic networking TCP/IP, Schematic reading, Basic Electronics.

Instructional Equipment /Troubleshooting experience:

- **Copiers:** Mita AI 3010, Xerox XDL-23, Canon 400s Image Runner, Canon 330 Image Runner
- **Color Copiers:** Canon 1120, Canon C3100 Image Runner
- **Printers:** HP 2, HP 3, HP 4 Plus, HP 5N, HP 4000TN, Brother DCP 1200, Ricoh FT 3713, Panasonic UF 8000
- **Color Printers:** HP 4650N, HP 4500

GED Medgar Evers HS, Brooklyn, NY 1988

Experience:

Self-Help Opportunities Corona, New York 2011-Present

Researcher

Responsible for collecting information on current events and places that consumers can visit or utilize.

Jaznis Home Health Aid Floral Park, N.Y. 2003-2005

Health Aide

Interviewed new clients and ascertained what each client wants and needs
Assisted clients at their home with their daily activities and medications.

Defender Security Rego Park, N.Y. 2000-2003

Security Guard

Monitor the entrance and departure of employees, visitors, vehicles and
Other persons to guard against theft, and maintain security of premises.

Allied Triangle Inc. JFK Airport, N.Y. 1997-2000

Ramp Agent

Inspect boarding ramp and certify that it was safe to utilize. Also,
responsible for loading, unloading, securing aircraft cargo or luggage.

Reference available upon request