

# DAMIEN SMITH

Locksmith

## INFO

### ADDRESS

143 Main Ave, New York,  
New York, 10026, United  
States

### PHONE

890-555-0401

### EMAIL

email@example.com

## SKILLS

Automobile Locks

Door & Window Locks

Safe Locks

Electronic Safety Devices

## LANGUAGES

English

Spanish

## PROFILE

Prompt and professional licensed Locksmith with 9 years of professional experience providing services to school business, and residential customers.

## EMPLOYMENT HISTORY

### Locksmith, Florida State University

Tallahassee,  
FL

Nov 2012 – Nov 2017

As a Locksmith for Florida State University, I am responsible for immediately answering calls from the maintenance staff regarding issues with any locks on campus. My daily activities include:

- Responding to maintenance calls and getting to the location within 1 hour
- Fabricating and duplicating locking keys
- Supplying, fitting, servicing, and repairing door and window locks
- Opening safes and vaults when the locking mechanisms malfunction
- Documenting the types of locks utilized in each building and maintaining a spare key at all times
- Installing and troubleshooting electronic access control systems, when requested

### Locksmith, AAA

Orlando,  
FL

Mar 2010 – Nov 2012

As a Locksmith for AAA, I was responsible for responding to customer calls when they had issues with their vehicle locks. My daily activities included:

- Responding to customer calls, getting on location within 2 hours
- Discussing a customer's issue over the phone to determine what type of equipment needed to be utilized
- Manually unlocking a car door lock if the keys were inside the vehicle
- Researching the types of vehicle locks, resetting pins, and fabricating new keys when the vehicle key has been lost

- Installing and repairing electrical key FOBs
- Processing the customer's AAA membership card

### **Locksmith, Joe's Locks**

Tallahassee,  
FL

Apr 2008 – Mar 2010

As a Locksmith for Joe's Locks, I was responsible responding to house and business calls. My daily activities included:

- Responding to house and business calls within 3 hours
- Installing and repairing electric strikes and electronic security hardware
- Opening safes when the combination is unknown
- Repairing and replacing home and business locking mechanisms, mainly for doors and windows