

# Sarah Marshall

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Your name should be slightly larger than the rest of the text. Try size 18 or 20.

Place your name, address, phone # and professional email at the top

Answer your phone in a professional manner, and use a professional voicemail message.

Schedule a time to speak if it is not a good time when they call.

## Objective

To acquire a position as First Class Power Engineer, where I can utilize my leadership skills to help contribute to the success of the company.

An objective states what you are looking for. State this in a way that shows the employer what you can do for them.

## Education

First Class Power Engineer Certificate - 2013

Second Class Power Engineer Certificate - 2007

Third Class Power Engineer Certificate- 2004

Power Engineering Technology - 1999

State education most relevant to the job near the top. You want to show the employer you the ability to do the job.

## Experience

### 1<sup>st</sup> Class Engineer

Permolex Ltd. (Ethanol/Flour/Gluten)

May 2013- Current

Red Deer, AB

- **Oversee power plant operations with duties including:**
  - Performing routine inspections of plant equipment
  - Coordinating all power plant shut down activities
  - Utilizing SAP to draft job orders
  - Developing the plant Standard Operating Procedures
  - Operating generators and high pressure boilers in a safe and efficient manner
  - Utilize the Computerized Maintenance Management System (CMMS)
- **Responsible for:**
  - Handling budgets, contracts and energy management projects
  - Overseeing improvements and repairs while keeping neat records and operating reports
  - Participating in plant meetings regarding Management and Safety, responsible for reporting accidents
  - Managing, supervising, and training engineers

### 2<sup>nd</sup> Class Engineer/Relief Shift Engineer

Creative Energy (Energy Utility)

Mar 2007- Apr 2013

Vancouver, BC

- Responsible for the safe and efficient operation, maintenance and repair of steam boilers
- Tested water samples from all boilers, adding chemicals and making adjustments where required and compiling chemical data sheets
- Recorded operation conditions, temperatures, pressures in plant log books
- Routine lubrication and maintenance of equipment
- Scheduled operation of pumps and equipment
- Initiated and managed the safety and day-to-day operations of the plant

List your most recent work experience at the top. State your job title, the company, dates you were employed. List your primary job duties and equipment worked on. Demonstrate that you can do the job on the first page of your resume.

**2<sup>nd</sup> Class Engineer/Control Room Operator**  
 ADM Agri-Industries Inc. (Canola Processing/Biodiesel)

Feb 2004- Mar 2007  
 Lloydminster, AB

- Calculated daily power production/consumption totals
- Operated 5 power boilers and turbines (solar taurus 60), logging and checking equipment while performing maintenance and repair
- Observed and recorded readings from all meters and gauges for steam pressure, steam consumption, fuel consumption, water consumption and power consumption
- Implemented training course for new recruits speeding profitability
- Group leader for lock-out/tag-out activities

**3<sup>rd</sup> Class Engineer**  
 Richardson (Oil refining plant)

Jan 2002 – Feb 2004  
 Yorkton, SK

- Operation and monitoring of the deodorizing process and plant boilers
- Responsible for ensuring that the daily operating schedule was met
- Logged operating records and adhered to regulatory requirements

**4<sup>th</sup> Class Engineer**  
 Catalyst (Pulp and Paper)

Dec 2001 – Jan 2002  
 Crofton, BC

- Operation of biomass, chemical recovery and gas fired power boilers, back pressure turbo generator and all steam plant auxiliary equipment
- Routine and preventative maintenance, performed repairs as required
- Operation of mixed bed demineralizer water treatment plant
- Monitored and recorded temperature, flow and pressure readings
- Maintained daily boiler log in accordance with regulations
- Read and interpreted meters and gauges and adjusted controls

List any certificates, licensing, & training. If the position requires specific training, you can list that closer at the top utilizing a “highlight of qualifications” section.

**Professional Development** ←

First Aid - Current	WHMIS
Confined Space - Current	Valid Driver’s License with clean abstract
Fall Arrest - Current	Microsoft Office Training

**References Available upon request**

Tailor each resume to the company you are applying to. Including volunteer experience or hobbies is completely up to you. Including hobbies allows the reader to relate to you.

Use a simple font such as Arial or Times New Roman. Use *italics* and **bold** sparingly. Consider that the reader will likely be reading your resume on a computer screen.

If you have references that you are able to list on your resume they can be listed at the end of your resume, or you can write “Available upon request” as shown here.

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