

Seamus Lynch

SUMMARY	Motivated and reliable worker with strong interpersonal and customer service skills.
EDUCATION	St. Clement High School, Medford, MA, 2008
CERTIFICATION	CPR/AED for Professional Rescuers/ HealthCare Providers, exp. 2017
EXPERIENCE	<p>City of Somerville – Housing Division (OSPCD) June 2014 – Present Somerville, MA <i>Rehabilitation Program Specialist</i></p> <ul style="list-style-type: none">• Coordinate with the Housing of Urban Development (HUD) to facilitate residential rehabilitation projects for Somerville residents• Responsible for community outreach and education initiatives• Organization and analysis of client data to determine eligibility• Performance of home inspections for assessment and planning implementation• Creation and distribution of targeted materials to city residents• Participation in community events for program promotion <p>Diversified Automotive Inc. Jan 2009 – May 2014 Charlestown, MA <i>Subaru Technician</i></p> <ul style="list-style-type: none">• Efficiently install a variety of interior and exterior vehicle accessories• Prepared vehicles for mass distribution directly to dealers• Responsible for quality of product installation and operation• Thrived in high volume, fast paced atmosphere• Trained incoming employees• Performed daily productivity tracking <p><i>Pre Delivery Inspection (PDI)</i></p> <ul style="list-style-type: none">• Diligently inspected vehicles for quality of appearance• Experience driving standard (manual-shift) vehicles <p>Boys and Girls Club Summer 2006, Summer 2007 Charlestown MA</p> <p><i>Camp Counselor</i></p> <ul style="list-style-type: none">• Ensuring child safety• Responsible for participant activity
VOLUNTEER	Boy's and Girl's Club – Keystone, 2002-2004 Duties: serving the Charlestown community
SKILLS	Proficient in technology, including: PC, MAC, Microsoft Office: Outlook, Excel, PowerPoint

References available upon request.