

**Theodore Louis Sirois**  
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## PROFESSIONAL EXPERIENCE

Texas Instruments      South Portland, Maine      10/2007 - Present  
*Equipment Technician*

- Responsible for creating our first in-house repair shop responsible for repair of printed circuit boards and electro-mechanical assemblies. We also completely refurbish the various industrial robots used in production. This shop has saved over \$1.8 million in its first year of operation.
- Troubleshooting, repair and the preventative maintenance of Automated Material Handling and Metrology semiconductor manufacturing equipment.

National Semiconductor      South Portland, Maine      4/1997 – 10/2007  
*Training Administrator*

- Developed and facilitated career development and new hire orientation courses.
- Generated individual academic history reports for submission to federal (H-1B) and state (GTI) agencies to receive workforce development grants.
- Created MS Access reports to ensure all OSHA, EPA and DOT training certification requirements matched various employee job descriptions.
- Programmed Business Objects, MS Access & Excel software to manage individual training plans for over 600 employees.
- Screened resumes, scheduled and conducted technician recruiting interviews and administered our Resumix corporate recruiting database.
- Facilitated and evaluated mechanical aptitude tests and was appointed as a proctor for conducting International Maintenance Institute exams at our site.
- Administered corporate SAP HR & Training record keeping database.
- Developed Excel interactive spreadsheets to perform maintenance cost analysis.
- Negotiated with vendors to schedule on/off site training for all employees.
- Conducted internal compliance audits to ISO 2000 and OSHA standards.
- Created, facilitated and analyzed technician job satisfaction surveys. Note: Earned numerous cash awards for innovative cost cutting initiatives.

US Naval Reserves      NAS Brunswick, Maine      12/1990 - 12/2000(Retired)  
*Avionics Chief Petty Officer*

- As Training Officer: Administered the Navy's PQS training program for professional development of over 50 enlisted personnel.
- As Mustering Officer: Tracked attendance and resolved pay issues.
- Developed and facilitated technical training courses as a PQS Instructor for the Tactical Support Ctr. (TSC) Fast-Time Acoustic System (FTAS).
- Developed and facilitated Microsoft Excel and Access training classes for all NAS Brunswick personnel.

- Conducted American Heart Association CPR certification training.
- Supervised avionics maintenance shop with 15 electronics technicians.

Note: Earned numerous awards & medals for innovative employee relations and technical training design & facilitation.

Time Warner Cable Portland, Maine 10/1995 - 4/1997

*Installation Technician*

- Installed and troubleshot cable television & high speed internet systems.
- Trained customers in the use of cable and internet systems. Note: Earned 2 TQS awards for innovative suggestions.

Acadian Services Portland & Machias, ME 7/1987 - 4/1997

*Property Maintenance (Sole Proprietor)*

- Provided maintenance services for property management companies and home owners.

Note\* Work was part/full time for financial support as I pursued my academic studies.

Springbrook Healthcare & Rehabilitation Westbrook, ME 4/1993 - 4/1994 *Environmental Services Director:*

- Supervised & trained maintenance staff to meet state/federal nursing home standards.
- Facilitated new hire orientation & safety training for staff.
- Maintained emergency generator, laundry, kitchen, medical equipment and heating boilers (State of Maine Low Pressure Boiler licensed).

Econo Lodge Kennebunk, ME 6/1992 – 9/1993

*Front Desk – Night Auditor*

- Provided front desk customer service.
- Conducted daily audits of business activity.

Gamache Enterprises Portland, ME 6/1990 - 5/1992

*Apartment Maintenance Person (Terrace Pond Apartments) □*

Maintained all buildings, grounds, pool and appliances.

- Performed bookkeeping and tenant relations.

US Navy (Civil Service Employee) NCU Cutler, Maine 6/1985 - 7/1987 *Electronics Technician*

- Maintained AN/FRT-31 VLF & AN/FRT-84 HF transmitters and antennae systems.
- Facilitated electronics training for military technicians.
- Developed procedures for the overhaul of sub-assemblies such as SA1551(V)GRT R.F. switches.

Note: Earned a \$1000 Beneficial Suggestion Award for these procedures.

Tracor Inc. Lexington Park, MD 9/1981 - 6/1985  
*Field Engineer I*

- Troubleshoot to component level all assemblies of the ASWOC Autonetics Fast Time Acoustic Analysis System (FTAS).
- Created test jigs and logic analyzer programs to troubleshoot sub-assemblies of FTAS.
- Provided installation, training, maintenance and training field support to ASWOC(s) sites world-wide.

Portsmouth Naval Shipyard Kittery, Maine 1/1981 - 9/1981  
*Electronics Worker*

- Refurbished TR-155F Transducers for shop 67.
- Installed cabling system in attack submarines for shop 51.

Note: Earned recognition for innovative process development.

Maine Crabmeat Portland, ME 10/1980 - 1/1981  
*Seafood Processor*

Holden Seafood Portland, ME 6/1980 - 10/1980  
*Seafood Processor*

Bayley's Seafood Scarborough, Maine 4/1980 - 6/1980  
*Seafood Processor*

Pine Tree Auto Sounds Portland, Maine 2/1980 - 4/1980  
*Service Technician*

- Installed audio and communication equipment in automobiles, trucks and boats.
- Designed and assembled show room display systems.
- Set up a maintenance department.

Wolfe Ford South Portland, Maine 1/1980 - 2/1980  
*Service Technician*

- Installed custom sound systems in new automobiles.

US Navy – NESEA St. Inigoes, MD 6/1978 - 12/1979  
*Aviation Electronics Technician*

- Supervised all Electronics Technicians assigned to base.
- Evaluated test & acceptance procedures of AEGIS DDG-47 EXCOMM System.
- Verified Wire Running Sheets and Mechanical Interface Drawings.
- Maintained electrical & communication systems of base boats and vehicles.
- Certified as a crash truck/ambulance driver and ERT.

US Navy - USS John F. Kennedy (CV-67) Norfolk, VA 12/1974 - 6/1978

*Aviation Electronics Technician*

- Troubleshoot & repaired ASWOC Fast Time Acoustic Analysis Equipment (FTAS).
- Maintained ASWOC MCJR/MCDR sono-buoy receiver & antennae system.
- Served as Maintenance Representative on the team overseeing the installation of the first shipboard ASWOC system.
- Supervised 7 OX Division Electronics Technicians.

LANGUAGES:        French  
Spoken:            Intermediate  
Written:            Intermediate  
Read:                Intermediate

**AFFILIATIONS & CERTIFICATIONS**

American Society for Training & Development	Member & former Treasurer
USM Dept. of Technology Advisory Board	Board Member
The Adult Education Graduate Society (AEGS)	Member
Certified Maine State Teacher (Endorsements 823 & 825)	

**EDUCATION**

University of Southern Maine  
Department of Technology  
Gorham, ME  
Taking part time classes pursuing possible Engineering Degree

University of Southern Maine  
Gorham, ME  
Master's Degree - 12/2002  
39 GPA Hours  
Major: Adult Education  
Minor: Workforce Development  
GPA: 3.92 out of 4.0

University of Southern Maine  
Gorham, ME  
Bachelor's Degree - 5/1997  
44.50 GPA Hours  
Major: Applied Technical Education  
GPA: 3.10 out of 4.0  
Honors: cum laude

University of Maine

Machias, ME

Associate Degree - 5/1989

93 GPA Hours

Major: Business Information Systems

GPA: 3.58 out of 4.0

Honors: magna cum laude

Navy Advanced Electronics A & B Schools

Millington, TN

Thornton Academy High School

Saco, ME

Major: College Preparatory Program