

RESUME

Name Carl (Eric) Anderson

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Education Bachelor of Science, Occupational Studies-Vocational Arts, California State University of Long Beach, California, June 2001. Attained Life-Time Community College Supervisors Credential & Full Time Teaching Credential

Automotive- Diesel Mechanics and Related Technologies at California State University of Long Beach, CSULB, May 1990. AA, Liberal Arts, Fullerton College, 1978

1979 to now Auto Shop Manager/Coordinator, Fullerton College. Under the direction of the Dean of Technology and Engineering, plan, organize and direct the operations and activities of the automotive department including facility management, maintenance and operations, purchasing, and auxiliary services such as delivery, receiving, and scheduling of automotive repairs. Coordinate day-to-day operations of the shop. Monitor department budget and expenditures. Maintain billing and accounts payable. Responsibilities include developing and presenting a budget for automotive department instructional supplies, equipment, equipment repair, and facilities maintenance. Maintain records of cost estimates, and monitor expenditures throughout the year. Prepare and submit periodic reports to department chair regarding costs and expenditures. maintain specialized budgets. Maintain and assist with inventory control of shop equipment. Participate on advisory committee meetings and implement plans and policies to facilitate and improve the operations of the automotive instructional area. Operate, maintain and rebuild equipment. Train, supervise, and evaluate hourly personnel. Prepare and maintain a wide variety of reports related to shop expenditures, including bid specifications, inventory, equipment, supplies, and customer billing. Maintain records of Department of Motor Vehicle transactions, M.S.D.S. Forms, Hazardous Waste Manifests and service requests. Design and build teaching aids. Maintain and trouble shoot computer systems and install software updates as received. Maintain cooperative relationships with outside vendors and campus administrators to insure uninterrupted service. Perform related duties as assigned.

Experience 1989 to present Automotive Instructor (Adjunct Faculty), Fullerton College, Automotive Technology. Regularly teach 50ABC Automotive Specialty Practice, Automatic Transmissions, Front Wheel Drive Automatic Transaxles, or Power Trains. Have also taught Automotive Fundamentals, Engine Rebuilding, Tune-Up & Electrical, Carburetion & Fuel Systems, and Brakes and Suspension.

9/78-10/79 Electronics Lab Tech, part-time for Fullerton College Electronics Department. Responsibilities included maintenance, repair and calibration of electronic test equipment and assisting students in set up of various electronic laboratory projects. Maintained stockroom and all repair records in orderly manner.

6/78-10/78 Engineering Technician B, for Taylor Dunn Corporation. Manufacturer of electric utility vehicles. Performed various technical assignments by selecting various reference data pertinent to the project assigned. Utilized engineering tests, papers, journals, periodicals and other informational sources. Performed

liaison between engineering, manufacturing, purchasing, and other internal departments at peer level. Assisted in compilation, organization and preparation of technical reports and recommendations for evaluation by engineering personnel on project assignments.

4/76-9/78 Assistant Automotive Lab Tech for Fullerton College Automotive, Part Time. Assisted the Auto Shop Manager in his duties and worked as an understudy. Prepared purchase requisitions, and maintained automotive facility.

3/73-3/76 U.S. ARMY, MEDICAL SPECIALIST, (Corpsman 91B20) in the 2/36th Infantry, 3rd Armor Division, Kirch-Goens, Germany. Worked in the dispensary and the field providing medical assistance to US Military personnel and their dependents. Instructor for CPR classes, and combat first aid. Was awarded the EFMB (Expert Field Medical Badge) following a two week intensive test of medical skills and physical endurance. Honorable Discharge, US Army, April 1979, following three years of standby reserve status. Served as Platoon Sergeant during Advanced Individual Training (AIT). Attained RANK, E-4 (Spec 4) at eleven months. Attended LPC school (Leadership Preparation Class) in basic and advanced training.

1969-1979 Mechanic, Sears & Roebuck Automotive Service Centers in Orange and Buena Park, as well as several Orange County service stations performing minor mechanical repairs and adjustments, installing tires, batteries, axle bearings, brakes, belts and hoses, etc. Prepared and filled out customer repair orders, Full time prior to military, and part-time during military service.

PROFESSIONAL ORGANIZATIONS:

Member of CAT, (California Automotive Teachers Association), 1990-Present, ASE, Past President of the North Orange County Community College District Classified Employees Union, CSEA (California School Employees Association), Chapter#167,(1990). Member, American Legion. Served on the Chrysler Consumer Arbitration Board as the technical advisor. Served as an inspector for Department of Transportation (assigned team) to verify proper school bus maintenance.

Certificates: California Community College Lifetime Teaching Credential, and Supervisors Credential.
Golden Key National Honor Society, Scholastic Achievement
Honorable Discharge, US Army, March 1979
ASE Master Automotive Technician, NIASE
ASE Collision Repair, Paint and Refinishing NIASE
ASE Parts Specialist

Activities: Family, auto and motorcycle restoration and repair including paint and upholstery, construction, studying, reading, writing, music.

References: Dr. Robert Wenzlaff, Automotive Technology Emeritus
Fullerton College 321 E. Chapman Ave.
Fullerton, CA 92632 (714) 992-7275

Scott McKenzie, Division Dean, Technology and Engineering
Fullerton College
321 E. Chapman Ave.
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Robert Petri
Fullerton College, Instructor, Construction Technology (Retired)
201 Clair Ave.
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Robert Davis
Fullerton College Mathematics Professor, Retired
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Peter Othmer
California State University, Professor of Thermodynamics
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