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Jason Miller
Amazon Associate

Profile
Experienced Amazon Associate with five years' tenure in a shipping yard setting, maintaining an average picking/packing speed of 98%. Holds a zero error% score in adhering to packing specs and 97% error-free ratio on packing records. Completed a certificate in Warehouse Sanitation and has a valid commercial driver's license.

Employment History
Amazon Warehouse Associate at Amazon, Miami Gardens
January 2019 – July 2022
Performed all warehouse laborer duties such as packing, picking, counting, record keeping, and maintaining a clean area.

- Consistently maintained picking/packing speeds in the 98th percentile.
- Picked all orders with 100% accuracy despite high speeds.
- Maintained a clean work area, meeting 97.5% of the inspection requirements.

Laboratory Inventory Assistant at Dunrea Laboratories, Orlando
January 2019 – December 2020
Full-time lab assistant in a small, regional laboratory tasked with participating in Kaizen Events, Gemba walks, and SS to remove barriers and improve productivity.

- Filled the warehouse helper job description, which involved picking, packing, shipping, inventory management, and cleaning equipment.
- Saved 12% on UPS orders by staying on top of special deals.
- Cut down storage waste by 23% by switching to a Kanban system.

Education
Associates Degree in Logistics and Supply Chain Fundamentals, Atlanta Technical College, Atlanta
January 2021 – July 2022

- Majors: Warehousing Operations, Logistics and Distribution Practices
- Minors: Inventory Systems, Supply Chain Principles

Courses
Online Graduate Certificate in Warehousing & Supply Chain Management, Southern New Hampshire University (SNHU), NH.
July 2022 – July 2022

Creative


ROBERT COOPER
SECURITY GUARD • LOS ANGELES, CA 90291, UNITED STATES • 3668683442

DETAILS
1515 Pacific Ave
Los Angeles, CA 90291
United States
3668683442
email@email.com

Place of birth
San Antonio

Driving license
Full

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SKILLS
[Cleaning Equipment](#)
[Mathematics](#)
[Deep Sanitation Practices](#)
[Hobbies](#)
Action Cricket, Rugby, Athletics

Languages
English
Spanish

HOBBIES
Running, MtB, Enduro

LANGUAGES
English
Spanish
Italian

PROFILE
Safety conscious, attentive Security Guard with eight years experience in protecting and guarding VIP individuals in the military and defense sectors. Proficient at observing surroundings and immediate settings for possible threats of nonhuman and human nature. Presently finishing a bachelor's in criminal justice and qualified as a CPO (Certified Protection Guard).

EMPLOYMENT HISTORY
Security Guard at ADT Security, Port Washington
January 2021 – April 2022
Responsible for completing reports by recording information, observations, occurrences, and surveillance activities, including interviewing of witnesses and acquiring signatures.

- Maintaining environments by monitoring the grounds and equipment controls.
- Logging into security headquarters on the hour during the day and every 2 hours with the night shift, notifying control of all in order statuses.
- Utilizing armed force when necessary, to protect company belongings, visitors, employees, and clients when needed.
- Apprehending suspects in the event of security breaches and detaining them until the police arrive on the scene.

Security Guard at Copwatch, Jobgan
January 2020 – April 2022
Primary purpose is to scan area of grounds for objects/items that seem out of place and notifying Center management of bags or packages that are unattended.

- Inspecting restrooms after closing time for vagrants/unauthorized personnel.
- Monitoring selected areas via CCTV app on smart devices.
- Ensure flawless equipment operation by finishing preventive maintenance necessities, reading the manufacturer's instructions, troubleshooting malfunctions, organizing for repairs if needed, and assessing new equipment and techniques

EDUCATION
Certified Protection Guard Program (CPGP), International Foundation for Protection Guards, Alexandria
January 2021 – April 2022

Security Guard Certificate Program (SOCP), ASIS International, North Naples
April 2022 – April 2022

- Course Curriculum: Law Enforcement Ethics, Foundations in Criminal Law, Report Writing, Criminal Profiling, Interviewing Techniques, Crisis Intervention.

S.A.F.E. Approach Level II Training, Hawaii Western College
January 2015 – November 2019

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Modern

Modern



Janine Nel
Sales Engineer

1515 Pacific Ave, Los Angeles, CA 90291, United States
3868683442 · email@email.com

Profile

Deadline-focused Sales Engineer with six years experience in technical sales, contributing to the 30% growth of income for regional technology solutions provider over five states, producing and assisting long-term contracts with Fortune 500 clients, and growing Territory sixfold up to \$350M.

Employment History

Sales Engineer, Engen Oil, Jacksonville
May 2022 – May 2022

Primary duty was to recognize and provide current and future customer necessities in areas of filtration and lubrication products and services.

- Initiated Lubrication Fundamentals classes for employees and customers, which provided education on basic product info, machine elements that need lubrication, application methods, storing lubricant, and lubricant conservation and handling.
- Designed and applied a highly effective industrial filtration program that produced up to 2,000 gallons of processed oil weekly, which resulted in a considerable expense saving for the customer and improved profits for the company.
- Designed and applied for numerous lubrication programs, providing additional value-added services and improved profit margins.
- Functioned as a consultant on Best-in-Class Lubrication programs.

Sales Engineer, Quest Medical, Los Angeles
January 2019 – April 2021

Accountable for day-to-day program management, customer relationships, and estimating the shaping and assembly of medical programs for critical Fortune 500 Clients: Pall Life Sciences, Baxter Healthcare, and Quest Medical.

- Designed and presented tailored technical solutions to top-3 state automotive dealers, driving sales from \$3M to \$11M over 15 years.
- Supervised logistics and Proof of concept pilots worth up to \$800,000.
- Exceeded yearly quota by 145% by actively outperforming the competition in public tenders and providing 97.5% satisfaction support over the managed Territory of current accounts.

Education

Masters in Industrial Engineering, Harvard University, Miami
January 2019 – May 2022



Kristen Connelly
VIDEO PRODUCT ASSISTANT

Profile

Three-year online Video Production Assistant for commercials and short films. Competent with Premiere Pro for trimming short segments to required lengths. 20% more likes and comments due to re-sequenced scenes to enhance audience satisfaction.

Employment History

Video Production Assistant, Blue Penguin Designs, Bar Bigha
JANUARY 2021 – PRESENT

Responsible for supporting a large scale production team of 100 people, throughout production, including development, pre-production, post-production, principal photography, and distribution.

- Managed the bookings for guests, the green room traffic, and any guest suites.
- Researched story ideas and then compiled footnotes and gathered footage for presentation.
- Completed Video Production-scriptwriting, audio editing, and mixing using the Avid non-linear editing system.
- Maintained and assisted with Production Acquisition.

Video Production Assistant, Bobble Bob Advertising, Opelousas
JANUARY 2019 – FEBRUARY 2021

Responsible for organizing and preparing visual and audio equipment to be used on video projects for clients such as Pfizer, Knoll Pharmaceuticals, and Merck.

- Helped edit graphics and video projects from conception to creation.
- Collaborated with the production team to provide content, digital assets, presentations, and other video needs.
- Built, edited, and polished videography proposals for business clients.
- Setup and set up audio and video equipment for studio and on-location shoots.
- Performed minor maintenance on video and audio equipment and managed any required vendor repair.

Education

BA in Film and Television, Boston University, Boston
FEBRUARY 2021 – PRESENT

- Related Coursework: Storytelling for Film and Television, American Masterworks, Television Drama, The Holocaust, Film Industry, International Film.

Advanced Course in Digital Video Editing, ADMEC Multimedia Institute, Online
JANUARY 2018 – JULY 2018

2015 – Advanced Course in Digital Video Editing, ADMEC Multimedia Institute, Online

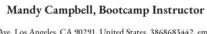
Advanced Course in Digital Video Editing, ADMEC Multimedia Institute, Online
JANUARY 2020 – FEBRUARY 2021

Hootsuite Certified Professional, Hootsuite Media, Albany, NY
JANUARY 2020 – FEBRUARY 2021

Adobe CS5 Certified, University of Delaware, Newark, DE
JANUARY 2020 – DECEMBER 2020

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Professional



Mandy Campbell, Bootcamp Instructor

1515 Pacific Ave, Los Angeles, CA 90291, United States, 3868683442, email@email.com

Place of birth
San Antonio Driving license: Full

LINKS
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PROFILE
Resumes, entry-level Bootcamp Instructor with experience in facilitating existing clients to reach tough fitness goals. Assisted one client to decrease client's ATC blood sugar levels from 220 mg/dl to 110 mg/dl. Assisted another client in designing a routine to decrease body mass into healthy ranges over eight months.

EMPLOYMENT HISTORY

Jul 2019 – Jul 2021 Certified Bootcamp Instructor, Dominist Fitness Dutetts
Ran daily tasks, staffing, and marketing for the group fitness programming. Upheld an active rapport with members and improved group-class utilization by 18% by redesigning class schedules, approximating annual program budgets, analyzing and reporting program statistics.

- Instructor and sales associate in a fast-paced fitness business environment.
- Performed personalized fitness assessments for clients. Received letters of thanks from 50+ happy clients after surpassing their fitness goals.
- Established a goal of one new client per quarter due to creating incredibly positive interactions with clients, producing active word-of-mouth.
- Used active listening skills to design personalized routines for clients.

Jul 2021 – Jul 2023 Bootcamp Instructor, Curves Gym Ponta Porã
Gave new gym members a comprehensive outline of the equipment, going over safety and advantages of a wide array of exercises.

- Trained new clients, helping them to achieve their fitness goals with a combination of healthy exercise, lifestyle choices, and nutrition.
- Created and led strength and conditioning classes every week for up to 20 members, highlighting high-intensity training and education.
- Designed and instructed stimulating group cycling workouts based on the five heart rate zones.

EDUCATION

Jul 2021 – Present Bachelor's Degree in Exercise Science, Concordia University Concordia

- Surpassing expectations in Personal Training coursework.
- CrossFit Level 1 Instructor Coach's Prep Certified.

Jan 2020 – Jul 2021 Advanced First Aid Diploma, National CPR Foundation Miami

Jan 2018 – Dec 2018 High School Diploma, Barlow High School Tennessee

- Varsity track athlete.
- Leader of the varsity cycling club.

SKILLS

Cardio Training	Expert	Client Assessments	Expert
Fitness Routines	Expert	Health & Safety	Expert
HIIT	Expert		

HOBBIES

Skating, Hockey, Knitting

LANGUAGES

English	Native speaker	Spanish	Very good command
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Esther Scott
Travel Agent

Profile

Customer service-oriented Travel Agent with five years of career experience in the Travel and Tourism industry. Possesses expertise in strategic partnership identification and development, event planning, and travel coordination. Key skills include organization, time management, and written and verbal communication.

Employment History

Travel Agent, Amazon Travel, New York
JANUARY 2018 – FEBRUARY 2022

Tasked with making arrangements for tourists, including, but not limited to, tourist attractions, transport, accommodation, and car rentals for the African continent focusing on responsible and sustainable accommodation establishments and also destination weddings.

- Provided advice about destinations and packages to tourists.
- Performed recommendations about tour and vacation packages provided by the company.
- Visited hotels and restaurants to improve accuracy on the travel agency's information such as cleanliness and available facilities so that recommendations are accurate.
- Handled bookings, invoices and issue tickets as well as confirm customers' names with airlines/hotels.
- Provide pricing information, brochures, and internet-based information.

Travel Agent, PenTravel, Nashville
JANUARY 2018 – NOVEMBER 2020

Primary responsibility to coordinate with local Tourist Guides to create itineraries for their clients according to specific guidelines and preferences also to handle all post-sales documents, pre-paid inventory management, rail booking, and document shipping.

- Attended client's queries on the phone, via the Internet, and in person.
- Provided suggestions about the company website can be improved for ease of use, completeness, and maintainability, if and when necessary.
- Checked the weather conditions and forecasts; coordinated with local government bodies about the nature of the trips, and encased emergencies.

Education

Associate of Arts degree in Hospitality, Columbia University, New York
FEBRUARY 2021 – FEBRUARY 2022

Spanish and French, Orlando Language School, Orlando
JANUARY 2021 – FEBRUARY 2022

Travel and Tourism Management (Certificate Program), Chaplin School of Hospitality & Tourism Management, Buffalo
JANUARY 2014 – AUGUST 2016

Accomplishments

- Awarded Travel Agent of the Year award for scoring 98% in the client satisfaction survey.
- Organized reservations for over 340 guests while overseeing ticket distributions and managing customer relations and sales of tickets.
- Prepared and processed more than 12,500 guests monthly.
- Delivered seven hours a day, reaching 27,000 guests and generating \$270,000 of yearly income.

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1515 Pacific Ave, Los Angeles, CA 90291, United States
(541) 754-3010 - email@email.com

MICHELLE LOPEZ, Fashion Designer

Expert Fashion Designer with 11+ years' experience in women's high-end shoes. Launched product lines for Chanel and Gucci. Designs showcased in Elle and Vogue. Attained recognition of top seller fashionista in 2017.

Details	Nationality	American	Driving license	Full
Place of birth	San Antonio			

Employment History

Senior Fashion Designer at Escada, Milan
January 2017 — July 2021

Functioned as the lead designer for the 2019 women's winter collection team and supervised seasonal conceptualization and design of women's accessories, which included belts and bags.

- Designed attractive fashion items that coincided with the brand's look.
- Ran the whole product design process, from primary market research, mood board development to sketching and design to producing the finished product.
- Contributed to the conceptual development of directional product lines, which included delivering original concept pitches.
- Supervised technical designs of all products from concept design to manufacturing, including trim and fabric selection, meeting and choosing from vendors, etc.

Associate Fashion Designer at Dior Homme, New York
January 2014 — December 2018

Produced commercial designs are reflecting the abstract direction and business strategy of the company.

- Created seasonal products which focused on style, fabric, and fit.
- Leveraged processes to predict customers' needs in order to surpass customer expectations and react punctually to their requirements.
- Developed and upheld effective relations with eight vital partners.
- Worked together and followed up with vendors regarding deliverables and main partners throughout the whole design process, including preproduction, merchandising, and product development.

Education

Bachelor of Arts in Fashion Design, University of Illinois , Chicago
July 2010 — Present

- 2nd place for Best Uniform Design at the Yearly Gallant Show for 2014
- Major subjects included Design Theory CAD and advanced level
- Dissertation on topic "Evolution of faux leather and high ankle boots."
- Designed clothesline for university sports personnel

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Modern

JULIE MONROE
NUTRITION CONSULTANT

DETAILS

ADDRESS
100 Pacific Ave
Los Angeles, CA 90291
United States

PHONE
3860685442

EMAIL
email@email.com

PLACE OF BIRTH
San Antonio

DRIVING LICENSE
Full

LINKS

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SKILLS

Food preparation
• • • •

Kitchen maintenance
• • • •

Kitchen equipment operation
• • • • •

Food sanitation
• • • •

Nutrition
• • • •

HOBIES

Soccer, Rugby, Tennis

LANGUAGES

English
• • • •

PROFILE

Talented Nutrition Consultant with three years of experience. Skilled in nutrition and food preparation and looking to deliver healthy, delicious meals at Woodlawn Nursing Home. At 7 Star Senior Living, cheerfully cleaned kitchens and prepared three meals daily for 120+ residents. Received a promotion to head Nutrition Consultant within five months of hiring due to efficiency and interpersonal skills.

EMPLOYMENT HISTORY

Nutritional Consultant (Part-Time) , WIC
Jan 2021 — Present

Required to prescribe supplemental food packages tailored to clients' needs and nutrition status per USDA established WIC Program policy.

- Provided nutrition education counseling on morbid obesity, high cholesterol, and diabetes for uninsured patients at the health center.
- Performed nutrition assessments and WIC certifications.
- Provided nutrition education counseling and assessed nutritional status for participants of the WIC program.
- Certified and enrolled participants according to the WIC program and state regulatory guidelines.

Nutritional Consultant, DaVita
Jan 2016 — Nov 2019

Registered Nutrition Consultant/Educator responsible for educating, counseling, and supporting patients to make long-term behavior and lifestyle changes.

- Worked with neurologists in the initiation and titration of drugs related to anemia and secondary hyperparathyroidism.
- Participated in clinical CQI monitoring programs, including osteodystrophy management, anemia, and nutrition management.
- Monitored laboratory indicators of bone mineral status and anemia in hemodialysis patients.
- Registered Dietitian/Nutrition Consultant Provided nutrition educational support to help patients improve their health.

EDUCATION

Master of Science in Dietary Education, Golden Valley University
Golden Valley
Jul 2020 — Jul 2021

Bachelor of Science in Food Sciences, Wisconsin State University
Madisonville
Jan 2018 — Dec 2020

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Modern

Professional



SHERRI PRICE

Event Coordinator

DETAILS

Contact
1515 Pacific Ave, Los Angeles, CA 90291, United States
Email: email@email.com
Phone: 3868683442

Driving license
Full

PROFILE

Practical Event Coordinator with 5+ years experience in organizing large-scale events from design through to fruitful execution. Skilled at motivating large revenue gains and substantial expense savings through efficient budget management and vendor negotiation. Influential in meeting tight deadlines and directing high-quality events.

EMPLOYMENT HISTORY

Event Coordinator, Bright Event Rentals, Florida

JANUARY 2016 — JUNE 2021

Coordinated and successfully organized an extensive variety of events for Fortune 500 clients, including conferences, fundraisers, shareholder meetings, and luncheons.

- Recommended efficient layouts for events and coordinated all staff management, internal/external communication functions, event logistics, and the event life cycle.
- Managed and coordinated 160+ events per year, accomplishing punctual and under-budget execution with 98%+ client satisfaction.
- Communicated with clients, vendors, staff, and city officials to keep customer loyalty and successfully organized events at the internal and external levels.
- Collaborated with the fire department to obtain all suitable building and fire protection permits.

Event Coordinator, Classic Party Rentals, Biloxi

JUNE 2012 — JUNE 2014

Provided organization and aid for arranging 120+ events per year, including catering, handling location permits, decor, and logistics.

- Designed invitations and promotional materials, organized floor plans and booked proposals and all logistics functions.

Simple

Clint Nicholson

Game Designer

Address

1515 Pacific Ave
Los Angeles, CA 90291
United States

Email

email@email.com

Driving license

Full

Phone

3868683442

Place of birth

San Antonio

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01 PROFILE

Brilliant and communicative game designer with 8+ years experience in a creative and deadline-driven environment. Excited to join The Dig Studios to help direct the gameplay system designs and online mechanics. I designed and co-wrote 8 AAA titles in earlier roles and designed more than 100 levels within the action-RPG game area.

02 EMPLOYMENT HISTORY

01/2018 — 05/2021

Game Designer at Next Gen Games

East New York

Key responsibility was to design and drive the implementation and vision of features and game systems for a game design division with more than 40 recurring clients monthly.

- Created concepts for gameplay during the whole player life cycle.
- Working within present systems and enhancing them, including integration of feedback from UX testing.
- Partnering with other teams to discuss game design and player engagement targets.
- Creating and tuning content to design accessible but deep experiences for players.

01/2016 — 12/2017

Game Designer at Q2 BGF

Los Angeles

Accountable for designing gameplay scenarios in numerous styles and for different aims for many clients in the insurance industry.

- Designed gameplay moments, which included narrative events, points of interest, and combat encounters in the game world.
- Collaborating with partner teams to guarantee a unified and comprehensible scenario experience.
- Working with engineers to develop and maintain scenario-building functionality that puts a new spin on design boundaries.
- Authored and reviewed design documentation.

03 EDUCATION

May 2021 — May 2021

University of Delaware

Newark

Masters in Computer Science - Game Design

Jan 2018 — Dec 2020

University of Miami

Florida

Bachelor of Arts in Graphic Design,

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Creative

LAYNEY SPENCER

Assistant Director

1515 Pacific Ave, Los Angeles, CA 90291, United States

3868683442

Place of birth San Antonio Driving license Full

LINKS

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PROFILE

Annie Assistant Director with over 14 years of experience dealing with complex macro issues that have threatened the company's profitability and longevity by providing innovative solutions resulting in significant expenditure savings of up to 35%. Acted as the advisory to the board of directors and demonstrated expertise in persuading and negotiating shareholder representatives regarding the most appropriate mergers and acquisition strategies. Currently completed a Doctorate in Strategic Management through Cambridge University

EMPLOYMENT HISTORY

❖ Assistant Director, John Ward Emergency Facility Jan 2019 — May 2021 Amborg

Supported the successful transition from T-System EMR to Meditech EMR. Supported changes during the flow process to align best clinical practice with new EMR functions.

- Increased operations efficiency in the new Fast Track operations department. Increased FT volume from <17% of total patient volume to >38%.
- Supported patient satisfaction through frequent patient visits and coaching staff on the way to enhance patient satisfaction.
- Prepared the ED for Joint Commission surveys by developing staff/JC awareness and staff-driven inspection processes.
- Ensured ED staff were prepared to react safely and efficiently to care for potential Ebola patients.
- Coordinated with multiple hospital resources to ensure CDC recommendations and processes were in place.

❖ Assistant Director, Curos Schools May 2021 — May 2021 Byymbo

Assisted in the organization, facilitation, and direction of the annual summer camps with an attendance of over 220 participants at each event.

- Managed and performed administrative tasks, including bookkeeping using Excel and QuickBooks.
- Earned and maintained certifications in Red Cross CPR and First Aid.
- Provided swimming instruction and encouraged beginner swimmers.



Howard Wright

WELLNESS COACH

email@email.com 1515 Pacific Ave, Los Angeles, CA 90291, United States 3868683442

Details

Driving license
Full

Place of birth
San Antonio

Profile

Wellness Coach with 6+ years experience in clinical nutrition and a focus on wellness. Energetic, self-motivated team member dedicated to providing clients with the best possible nutrition care to enhance their quality of life and outcomes. Effective in applying measures to improve nutrition-related client care. Skilled with nutrition care processes and electronic medical records.

Employment History

Wellness Coach, The Zen Academy, Seattle July 2018 — July 2021

Taught large and small groups about achieving goals, wellness topics, and lifestyle changes.

- Developed and instigated monthly wellness programs.
- Collaborated with client management on how best to serve the population.
- Established rapport with employees and client management and instructed during safety meetings to prevent injury and health promotion.
- Custom-made specialized one-on-one coaching sessions that helped clients to achieve their goals.

Wellness Coach, YMCA, Manggar July 2021 — Present

Provided swift, polite, and professional services for members, clients, and guests of the YMCA.

- Helped clients with achieving their fitness/ wellness goals with coaching and personal training sessions.
- Designed and maintained professional levels of customer service with clients and guests.
- Conducted health assessments on members and clients, consisting of blood pressure, body composition, and fitness levels.
- Directed comprehensive orientations on exercise programs and equipment for members.
- Guaranteed a clean, safe setting within the Wellness Center.

Education

B.S. in Exercise Sciences, Starfish Holistic Institute, Orlando July 2021 — Present

Head Wellness Coach Accreditation, Wisconsin State University, Madison January 2019 — November 2020

- Collected 650 supervisory hours.

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MICHELLE LOPEZ

FASHION DESIGNER

Expert Fashion Designer with 11+ years' experience in women's high-end shoes. Launched product lines for Chanel and Gucci. Designs showcased in Elle and Vogue. Attained recognition of top seller fashionista in 2017.

(541) 754-3010
EMAIL@EMAIL.COM



EMPLOYMENT HISTORY

Senior Fashion Designer at Escada, Milan Jan 2017 — Jul 2021

Functioned as the lead designer for the 2019 women's winter collection team and supervised seasonal conceptualization and design of women's accessories, which included belts and bags.

- Designed attractive fashion items that coincided with the brand's look.
- Ran the whole product design process, from primary market research, mood board development to sketching and design to producing the finished product.
- Contributed to the conceptual development of directional product lines, which included delivering original concept pitches.
- Supervised technical designs of all products from concept design, manufacturing, including trim and fabric selection, meeting and choosing from vendors, etc.

Associate Fashion Designer at Dior Homme, New York Dec 2018

Produced commercial designs reflecting the abstract direction and business strategy of the company.

SKILLS

Adobe Illustrator Expert
Fashion Design Expert
Hand Drafting Expert
Design Patterns Expert
Fabric Expert

LANGUAGES

English Native speaker
Italian Native speaker

SEAN PRICE

IT Consultant

DETAILS

ADDRESS
1515 Pacific Ave
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email@email.com

PLACE OF BIRTH
San Antonio

DRIVING LICENSE
Full

LINKS

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HOBBIESTS

Angling, Sailing, Fly Fishing

LANGUAGES

English
French

PROFILE

Personable IT Consultant with 5+ years of experience in a global technology firm. CompTIA A+ Certification. Scored the region leading QS Rating based on internal reviews (97.86%). I am seeking to leverage solid technical skills and abilities to advance my career as the next IT consultant for Linsang Group.

EMPLOYMENT HISTORY

IT Consultant , Amazon Jacksonville

Jan 2020 — Jun 2021

Administered first-level MHE and PKMS support and under-provided SOPs to make appropriate corrections when necessary.

- Researched and documented existing and new processes for IT Support Teams and interacted with business users and other IT groups to ascertain business requirements and design proposed system enhancements.
- Communicated issues, resolutions, and the project status to IT management and user community and ensured the deadlines were met and quality was maximized.
- Deployed, reset, configured, and replaced equipment as needed, such as CLU Terminals, Printers, Silex Printer boxes, CPUs and laptops.
- Coached newly hired IT specialists on advanced technical procedures.

IT Consultant, PWC Pengcheng

Jan 2019 — Dec 2021

Independent, a non-profit organization that provides a broad array of assessment, research, information, and program management solutions in the education and workforce development areas.

- Identified software and hardware issues and listened to client concerns.
- Encouraged timely and relevant upgrades for client products where necessary.
- Developed a workable scheme to accomplish business objectives.
- Scheduled and allocated project activities, identified tools, standards, and guidelines suitable for projects.
- Provided risk management by monitoring project schedules.
- Reported on a project's status regularly through emails and weekly meetings; formally tracked problems and issues to closure.



Jennifer Adams, Project Assistant

1515 PACIFIC AVE, LOS ANGELES, CA 90291, UNITED STATES . email@email.com - 386663442

PROFILE

Expert project assistant with more than nine years of experience with diverse types of projects. Highly prepared with solid attention to detail and the capability to monitor and maintain schedules meticulously. Inspired, driven, and able to work individually or in groups. Willing to travel and work long hours.

EMPLOYMENT HISTORY

Project Assistant, Malaski

May 2021 — Present, Seattle

Functioned on a team of 3 Project Assistants in a fast-paced construction firm. Controlled all project assistance for \$2.6 million in development annually.

- Wrote up reports, Excel spreadsheets, and PowerPoint decks for 180+ meetings of cross-functional team members.
- Utilized conflict resolution skills to sort our all arguments between clients, employees, and vendors, naturally within minutes of the issue coming to light.
- Frequently educated 130+ employees in the right understanding of all project plans.
- Ran budget for four projects, each valued at over \$190,000.

Project Assistant, Ripped Rock Resources

Jan 2018 — Jan 2021, Minato

Controlled all Project Assistant obligations for 13 excavation and water-line installation construction projects annually, each valued at \$82,000.

- Cut rework and failure backlog by 30% via attentive inspection and retraining.
- Supervised budgets up to \$42,000, keep costs on par with budget, and assist in completing projects ahead of schedule.
- Discussed design implementation strategies, the goal being sustainability.
- Guaranteed client objectives were accomplished with hands-on detailing with labor crews.
- Supervised equipment and supplies for labor crews.

Simple

EDUCATION

Certified Associate in Project Management (CAPM), Project

DETAILS

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

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SKILLS

Microsoft PowerPoint

Data Analysis

Scheduling

Crystal Reports

Agile Project Management

HOBBIES

Hockey, Tennis, Basketball

LANGUAGES

English

French

DUSTIN WEST

3056478349

email@email.com

Technical Assistant



Devoted and detail-oriented Technical Assistant with 3+ years of experience in aircraft management and four years more with industrial processes. FAA-APT certified and received FAA-AMT award. Saved \$45K in fuel expenses. Looking to use aircraft maintenance abilities by working at General Aviation Services as the new head maintenance Technical Assistant.

Skills

Skills	Languages	
Maintenance Equipment and Tools	English 5/5	Spanish 5/5
Computers and Electronics	5/5	
Ground Service Equipment Maintenance	5/5	
Electronic Control Systems	5/5	
Pneumatic Systems	5/5	

Employment History

Technical Assistant at Algorax, Knoxville

January 2019 — June 2021

Experienced in interpreting United States Trade and Development Agency (USTDA) contract scope, which included planning of technical reports that involved direct communications with engineering personnel of Chinese power plants and translators. The reports will be dispersed by USTDA and Shanghai Electric Power Company Ltd.

- Formed functional Excel and Visio graphics and files to be utilized as simple tools for the everyday engineering setting.
- Revised and translated U.S. Patent applications. In addition, collaborated with patent attorneys to review inspections of several patents that existed already to apply for a new patent (which was awarded in 2012).
- Collaborated with attorneys and contracted tax specialists for corporate accounting and diverse tax reporting.
- Helped contracted web designers with designing a new website.

Technical Assistant at Nissan, Casilda

January 2018 — December 2018

Accountable for organizing international travel for the site visit to Bangkok, which included visa applications, planning, and consolidating official departmental office documents and correspondence.

- Collaborated with staff and assorted companies for operational support.

1/2

1515 Pacific Ave, Los Angeles, CA 90291, United States

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Modern

Isabella Johansson
Childcare Worker

01 PROFILE

Enduring and reliable childcare specialist with 4+ years experience in creating quality care plans and organizing childcare programs. Achieved monthly increases in program assessments of 17% and decreased childcare service complaint investigation time by 23%.

02 EMPLOYMENT HISTORY

Childcare Worker at Livelihood Planning Commission
Jan 2021 — May 2021
New York

- Supervised collecting and analyzing program data timely to produce reports, evaluate program performance, and determine needs.
- Founded training programs and staff development to guarantee professional, informed service by upgrading staff skills.
- Supervising and guiding volunteers/ student workers, guaranteeing daily schedules and procedures are followed.
- Establishing and maintaining high-quality relationships with learners and their families.
- Participating in assorted admin tasks of the developmental play program.

Childcare Worker at New Minds Development Facility
Jan 2018 — Dec 2020
Orlando

- Planning, organizing, and implementing developmentally suitable tasks for children aged 12 to 30 months.
- Created activities that allowed children to initiate activities, solve problems, experiment, explore, question, and master notions through active learning.
- Prepared and managed children on adventures and outings.
- Maintaining professional conduct and licensing standards.
- Ensured the safety of all children in my care by keeping them safe and secure, knowing how to use e-mail and the Internet.
- Providing for the individual care and needs of every child registered in the classroom.

All the PDF resumes have been made with [Resume.io](#), an easy tool to build your resume online in minutes that come with many designs.

Sherri Davis
BEAUTY ADVISOR

Details
Driving license: Full
Place of birth: San Antonio

Links
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Profile
Adaptable and competent cosmetologist with 11 years of experience in the beauty industry. Excellent professional with skills in hair coloring, haircutting, hairstyling, makeup application, skincare, and nail services procedures. Pioneering and creative person with a solid background and understanding of the latest trends in Makeup, beauty, and hair. Laidback personality to help clients feel comfortable during their appointment. Enthusiastic worker with a regular following of customers and deep knowledge of sales and marketing.

Employment History
Beauty Advisor, MAC, Manggar
January 2020 — June 2021
Gave professional facial cosmetic and hair removal services according to state, local, and company health and safety guidelines.

• Provided Makeup and hairstyling services to brides at their wedding location, which enhanced their natural features and optimized their look for photographs.

• Discussed potential hairstyles and Makeup look with clients before their event, assuring everything complemented each other.

• Raleigh Area Chamber of Commerce named me a top hair and Makeup professional by popular vote of the community.

Beauty Advisor, Sorbet, Saint-Constant
January 2018 — December 2019
Gave confident and honest feedback to customers concerning products. Built lasting relationships with clients by following up on them after purchases, suggesting new products, and inviting them to upcoming events.

• Mixed ingredients created an exclusive hair color for clients and applied said color to attain a new look, eliminate gray hairs, or showcase their natural features.

• Achieved a solid following of reliable clients who needed Makeup, hair, or waxing services during a time at the salon.

Education
Associate of Arts in Cosmetology, Malign Community College, New York
Rickey
June 2021 — June 2021

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Tokyo: [.pdf](#) [.jpeg](#) [.txt](#)

Professional

Mindy Stevenson
Occupational Therapist

Details
Address: 1515 Pacific Ave, Los Angeles, CA 90291, United States
Phone: 3866683442
Email: email@email.com
Place of birth: San Antonio
Driving license: Full

Links
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Skills
Individualized Planning
Neuromuscular Knowledge
Augmentative and Alternative Communication
Acute Rehabilitation
Stress and Pain Management

Hobbies
Debating, Violin, Poetry

Languages
English
French
Spanish

Profile
Empathetic and patient-centered occupational therapist with 5+ years of professional experience. Excited to join Kogen Health to assist its patients to recuperate from injury, recover skills, and avoid disability. Supervised 4 OT assistants and designed more than 200 tailored care plans for patients.

Employment History
Occupational Therapist, Health Systems
Jan 2019 — Jul 2021 Brooklyn Park
Organized and applied individually designed OT treatment programs for maintaining, improving, or restoring function to all ADLs and IADLs.

- Managed ADL/IADL activities, therapeutic exercises, as well as cognitive retraining, and motor therapy to better the patients' quality of life.
- Supervised the patients' physiological responses and vital signs to OT treatment sessions and collaborated with the multidisciplinary team members regarding these findings.
- Trained patients, their families, and caregivers regarding their treatment practices to improve their outcomes and increase rates of carrying through with the treatment plan.
- Worked together with interdisciplinary teams and facility managers to provide prime patient experiences and meet patients' needs.
- Observed and evaluated treatment effects at different stages as to adjust treatments where necessary and accomplish maximum benefit.

Occupational Therapists, BK Therapists
Jan 2017 — Dec 2019 Newville
Applied the plan in a compassionate manner. Spoke to patients concerning the condition, their progress, and needs for every treatment session.

- Assessed patients according to the MD orders and designed tailored care plans (which included short- and long-term goals to assist rehabilitation of patients).
- Recorded treatment sessions and patient responses. Any changing needs of the patient were communicated to physicians.
- Applied emergency and safety techniques whenever needed, including CPR, requesting assistance, and stabilizing equipment.

Education
St. Louis University, MSc in Occupational Therapy
Jul 2021 — Present Louisville
Major Subjects:

- Exercise Physiology
- Exercise Science
- Patient Assessment
- Treatment Techniques

ABC University, Bachelor of Science
Jan 2019 — Jul 2021 Binka

- GPA: 3.9
- Major: Biology

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MICHELLE JEWETT
Intern

Recent Bachelor of Marketing & Business Management graduate seeking an internship that will allow for learning the ins and outs of the advertising field and provide an opportunity to add value to ABC Marketing by applying theoretical knowledge into practice. Previous informal experience with social media channel set up and blogging has been gained during university as part of the Campus Newspaper team.

Employment History
University News Paper Editor at Columbus State University, Boston
NOVEMBER 2016 — FEBRUARY 2019
Created three new websites for the Columbus State University's marketing, engineering and medical faculties within a period of two months.

- Responsible for weekly editor's comments for the newspaper
- Proofread and edit write ups from staff members

Education
Bachelor of Marketing & Business Management at Columbus State University, Atlanta
SEPTEMBER 2016 — FEBRUARY 2019
GPA: 3.6
Majors: Marketing & Business Management
Minors: Political Science, Communications and Economics
Awards: Honors Program, Dean's list for 8 Semesters

High School Diploma at Hawthorne High School, Boston
SEPTEMBER 2014 — MAY 2016
GPA: 3.7
Captain of Athletics Team (State Champions in 2016, Runners Up in 2014)
Editor of Hawthorne School News Paper

Courses
Certificate in HTML at Udemy Online
APRIL 2018

Advanced Excel Course at ICT Computer College
OCTOBER 2017

Details
Address: 1515 Pacific Ave, Los Angeles, CA 90291, United States
(541) 754-3010
email@email.com
Place of birth: San Antonio
Nationality: American
Driving license: Full

Links
YouTube Channel
Instagram
Facebook

Skills
HTML
Word Press
Budgets
Team Player
Deadline Driven
Energetic
Collaboration Software
Project Management

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Professional

Olivia Miller
Bank Teller
[email@email.com](#)

Profile
Experienced Bank Teller seeking to fill a full-time or part-time position. Adept in providing fast and efficient banking services to customers, while helping them to successfully complete desired transactions. Skilled in performing routine and complex banking transactions, while complying with all rules and regulations.

Employment History

- Bank Teller at Citibank**
Jul 2018 – Feb 2021
New York
 - Successfully performed a full range of Teller duties.
 - Fostered a welcoming and friendly customer environment.
 - Provided prompt and courteous services to all customers.
 - Utilized banking knowledge to recognize customer needs and suggested appropriate banking services.
 - Worked as an enthusiastic and cooperative team member.
- Bank Teller at Walden Savings Bank**
Jun 2015 – Jun 2018
Montgomery
 - Provided exceptional customer service and basic product information to customers.
 - Ensured the accurate processing of customer transactions.
 - Assisted customers with account maintenance questions and procedures.
 - Promoted bank products and services by referring customers to appropriate business partners as necessary.
 - Assisted supervisors in daily branch operations.

Education

- Sep 2010 – May 2015
University at Albany
Associate of Communications
- Sep 2006 – Jun 2010
Albany
Academy of the Holy Names
High School Diploma

References

- Citibank
Alex Bishop
[bishop.alex@citibankny.com](#)
212-445-3277
- Citibank
Morgan Ellison
[ellison.morgan@citibanknyc.com](#)
212-443-8977
- Walden Savings Bank

Simple

GENE HOFFMAN
Bar Manager
[email@email.com](#)
3868683442

Place of birth: San Antonio Driving license: Full
1515 Pacific Ave, Los Angeles, CA 90291, United States

Proficient Bar Manager with over eight years in the foodservice industry in a management capacity. I hold an Associate Degree in Hotel and Restaurant Administration and have worked in the restaurant's main responsibility areas.

Skills

- Beverage & Food Purchasing
- Health, Safety, and Hygiene Compliance
- Hospitality Marketing-Skills
- Bar Operations
- Wine Pairing

Employment History

Bar Manager at St Tropez Seafood Restaurant, Orange County
May 2020 – March 2021

- Liable for building a friendly and professional bar service team and guiding well-trained staff and always supported.
- In charge of bartender and barback recruiting, developing, training, and managing employee relations, performance evaluations, and benefits.
- Changed bar menu and the related snacks menu to the season, vendor promotions, or holidays.
- Kept tabs on customer data, making actionable decisions founded on bar traffic, and responsible for providing help to the chef for meal prep and guaranteeing all cooking equipment is well-maintained and operational.

Bar Manager at Gladstone Food Emporium, Miami
January 2012 – February 2020

- Accountable for promoting and managing bar hygiene and safety policies, ensuring the 370sqm bar area stays clean and neat.
- Developed excellent relationships with clients and guaranteed restaurant excellence and obtained high operating standards.
- Consistently keep up to date of local, state, and federal knowledge of laws for compliance across all restaurant operations.
- Delivered professional and friendly service to restaurant guests, outstanding quality and consistency of food execution in an appealing, well-maintained environment.
- Helped with inventory and ordering, stocking, and maintaining all bar items.

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Copenhagen: [.pdf](#) [.jpeg](#) [.txt](#)

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Marketing Assistant
1515 Pacific Ave, Los Angeles, CA 90291, United States
[email@email.com](#)
3868683442



EMMA WILSON

Place Of Birth: San Antonio Driving License: Full

PROFILE

Passionate Marketing Assistant with a love for exclusive customer awareness and engagement strategies incorporating online and offline marketing tools to promote holistic reach-out campaigns. Highly skilled in market analysis and brand management activities. Achieved a Summa Cum Laude result for a Bachelor's Degree in Marketing.

Skills

- Omni Channel Communication
- Market Dynamics
- Research Methodologies
- Statistical Analysis
- A/B Testing

EMPLOYMENT HISTORY

Marketing Assistant at ABSA, Weifang
January 2019 – March 2021

- Responsible for providing support to Head of Marketing and team of 4 proficient marketing professionals.
- Creating and designing graphics for 35+ banner adsverts for Facebook.
- Improving the efficacy of customer database, removing 300+ improper datapoints.
- Monitoring social media platforms like Instagram, YouTube, Twitter, Pinterest, and Facebook for the most recent trends and ideas.

Creative



Julie Bridges
YOGA TEACHER

3868683442 • 1515 Pacific Ave, Los Angeles, CA 90291, United States • [email@email.com](#)

DETAILS

Place of birth: San Antonio Driving license: Full

PROFILE

Passionate Yoga Teacher with over 4+ years of professional experience designing and leading flow and Vinyasa yoga classes. Completed an Advanced 400-Hour Yoga Teacher Training in Indonesia and gained in-depth technical knowledge about breathing techniques, postures, and spiritual elements of yoga. Excited to share my expertise and passion with clients at MindBody Yoga Studio.

LINKS

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Pinterest

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SKILLS

Rehabilitation techniques
Safety awareness
Knowledge of specific yoga styles
Performance monitoring
Facility maintenance

LANGUAGES

English
German

EMPLOYMENT HISTORY

Flow and Vinyasa Yoga Instructor at VinYoga Studio, New York
January 2017 – July 2021

- Designed yoga class flow sequences and integrated compound lesson plans, including vinyasa and routine forms for beginner and advanced students.
- Promoted holistic wellbeing through teaching and consultation.
- Demonstrated postures to students and helped them find the right pose.
- Assisted students in developing their body, situational and mind awareness, and physical strength and flexibility.
- Mentored beginner trainees on their yoga path.
- Ensured safety and students' comfort during all classes.
- Lead and facilitate group meditation sessions and Bikram yoga projects.
- Nurtured positive relationships with students and promptly addressed any concerns.

Bikram Yoga Instructor Yoga at Body Studio, New York
January 2015 – December 2019

- Shared the principles of Yoga and helped to eradicate any doubts regarding physical and spiritual aspects of the practice.
- Planned and taught several Vinyasa-based yoga classes.
- Provided a welcoming and safe training space by taking care of ambience, lighting, fragrance and room arrangement.
- Demonstrate to students how to safely get into poses and how to breathe correctly.
- Controlled student postures to help them avoid any injuries.
- Supported the studio's marketing operations.

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<p>WILLIAM WINTERBURN 5032 Westridge Dr. Valrico, FL 33596 • 000-5451-45 • mresumec@yahoo.com</p> <p>HR-Manager and Operations Control</p>  <p>PROFESSIONAL EXPERIENCE</p> <p>Keyer Tools, CNC Machinist, Erlanger, KY October 2017 – August 2018</p> <ul style="list-style-type: none"> Maintain inventory of assorted products and order management Operate a CNC machine to machine parts for engine engines in Abram, Tanks and Airplanes. Load parts in CNC machine with precision. Unload and measure the part for accuracy. Load and unload dry freight and materials and maintain the warehouse workflow. Adhere to all safety guidelines for operating heavy machinery. <p>CERTIFICATIONS</p> <p>Milwaukee Technical College, National Institute for Metalworking Skills Certification, October 2015</p> <p>REFERENCES</p> <p>Keyer Tools, Joe Smith Plant Manager Tel: 888-999-0000</p> <p>ProTools, Reggie Gordon, Production Supervisor Tel: 888-999-0000</p>	<p>Prefer a resume building tool? It's just \$ 2,95</p> <p>OBJECTIVE</p> <p>My primary goal is to secure a challenging Position in which I can utilize my acquired skills within the field of tools manufacturing</p> <p>SKILLS</p> <ul style="list-style-type: none"> Proficient in CNC machining OSHA Trained Can work Lathes Machines CNC Milling Experience Certified Forklift Driver Knowledge of AutoCAD <p>PROFESSIONAL EXPERIENCE</p> <p>ProTools, Machinist/Toolmaker Brooklyn, NY January 2014 – September 2017</p> <ul style="list-style-type: none"> Performed manual lathe, mill, grinder, and band saw operation Block squaring Minor G code/M code editing Operate CNC Haas VM6 (3 axes) machinery. Responsible for in-process QC inspection, machine and shop maintenance Utilize all methods necessary to make fixtures including hand-drawn, and computer-aided models <p>REFERENCES</p> <p>Forklifter Association of America, Certified Forklift Driver January 2014</p>
<p>BRENDAN SMITH CUSTOMER CARE & CASHIER</p> <p>SUMMARY / OBJECTIVES / PROFILE</p> <p>Seeking a position as a cashier in a reputable organization</p> <p>WORK EXPERIENCE</p> <p>CUSTOMER SERVICE CASHIER, SCOTTSDALE GOLF COURSE Scottsdale, Arizona — 2012-2015</p> <p>Responsibilities</p> <ul style="list-style-type: none"> Collecting payments by accepting cash, check, or charge payments from customers; making change for cash customers. Verifying credit acceptance by reviewing and recording driver's license number; operating credit card authorization system. Balances cash drawer by counting cash at beginning and end of work shift <p>Accomplishments</p> <ul style="list-style-type: none"> Ut enim ad minim veniam, quis nostrud exerc. Execution ullamco laboris nisi ut aliquip ex ea commodo consequat. Ut enim ad minim veniam, quis nostrud exerc. <p>CUSTOMER SERVICE CASHIER, PHOENIX INTERNATIONAL Phoenix, Arizona — 2011-2013</p> <p>Responsibilities</p> <ul style="list-style-type: none"> Redesigning of checkout procedures Handling online banking transactions Attending to customer's cash related issues and finding effective resolutions Handling cash, check, and credit card transactions Recording daily transactions <p>Achievements</p> <ul style="list-style-type: none"> Employer of the year Award - 2012 Increased customer satisfaction level by 25% Personal customer service satisfaction level of 96% <p>EDUCATION</p> <p>BACHELOR OF BUSINESS ADMINISTRATION Northern Arizona University — 2010-2014</p> <p>Macronas pellenesque lucas nulla eget sodales. Donec efficitur vitae diam at vulputate. Pellentesque eu placerat mauris.</p> <p>BACHELOR OF ARTS Brentwood College of Commerce — 2006-2010</p>	<p>PERSONAL DETAILS</p> <p>4594 – Fleming Way, Flagstaff, AZ 23831</p> <p>T (123) 456 7899 M 000 000 000</p> <p>brendan@smith.com</p> <p>PROFESSIONAL SKILLS</p> <p>Proficient with: MS Office, Photoshop Experienced graphic artist well versed with: Adobe Photoshop, Adobe Illustrator and After effects Charismatic and confident public speaker</p> <p>LANGUAGES</p> <p>English native language</p> <p>Italian Advanced: speaking, reading Intermediate: writing</p> <p>Spanish Intermediate: speaking, reading Basic: writing</p> <p>REFERENCES</p> <p>Roger Lewis T 000 000 0000 email@address.com</p> <p>James Moody T 000 000 0000 email@address.com</p>

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RECRUITMENT & SALES MANAGEMENT
PROFESSIONAL

John Smith

Cell: 512-000-3851
Home: 512-200-4000

Austin, Texas
name.surname@yahoo.com

SUMMARY

Experienced CFO in multi-entity environments. Seventeen years' experience in executive financial roles including VP, FD and CFO designations

- Analytical Tools: Designs and implements reporting tools improve process flows of information.
- Operations: Manages Accounting and IT departments of staff complements exceeding 100 individuals.
- Infrastructure: Implementation of IT and accounting structure to establish collaborative relationships with all departments within the organization.
- Taxation: Develops solutions to minimize tax liabilities and ensure compliance to both regional and local governmental tax laws.
- Advanced Knowledge Areas: Mergers, Capital Modeling, Financial Valuations, Deal Structuring, Strategic Roadmap Development, Prospectus Writing, Infrastructure Workflow Processes, IT Integration Projects and Company Restructuring.

EDUCATION

M.B.A. Master of Business Administration – University of Connecticut, 2005
M.M. Master of Financial Management and Information Systems - University of Dallas, 1991
B.S. Bachelor of Science Business Accounting – Iowa State University, 1989

PROFESSIONAL EXPERIENCE

Chief Financial Officer
ODICHEM, Inc. Austin, Texas
December 2014 – Current

- An international chemical company that develops and manufactures products for various industries across the globe. Manufactures products in the USA, Europe, Africa and South East Asia.
- Adjusted the company's fixed asset ratios by 10% to **lower creditability** to allow for significant increased borrowing capabilities to fund several short-term investments. This decreased the external investment risk which enabled the company to meet required bank covenants.
- Crafted and implemented a **capital investment and return process**. This greenfield process included modeling and illustrative displays of financial results from projected investment projects and their effects on the holding company cash flow and new product line launches. The results depict all financial metrics and relevant data. The board approved for capital investment.
- Developed and automated **forecasting software** which automatically eliminated the need lengthy data consolidation exercises from all inter-company transactions and produces key staticistic pages.
- Designed a plan to **repatriate cash build** in a foreign entity. This entailed the restructuring and consolidation of certain key foreign entities to effect payables from the foreign country to the home country which in turn opened repatriation of profits of current and future cash flows.
- Implemented a **standardized comparative benchmark initiative**. The benchmark compares all financial results of the company (Income Statement, Balance Sheet and Cash flows) to relevant industry and other similar type company results. This tool added most value in developing strategy and overall company direction.

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Ellen. C Harret

Hospitality Server

Summary

- Personable and professional Restaurant Server with 7 years of experience in fast casual, and fine dining settings. Extensive knowledge of wine and food pairings with a specialization in French cuisine.

EDUCATION

- Honors B.Sc. in Electrical Engineering, University of Waterloo, 2008
- Partially completed M.S. in Automation Engineering Process Control, University of Waterloo (currently in process)

MY COMPETITIVE ADVANTAGE – SERVICE

- Automation Control Engineer by educational background with solid practical knowledge of Electrical Circuits and Programming Concepts.
- Well versed with multiple coding environments and technologies, Allen Bradley RSLogix, WonderWare, VB, C#, Matlab, GE Proficy iFix, MS SQL Server, Oracle PL/SQL, HTML, ASP .NET, OPC, Excel VBA.
- Experience in integrating systems and interfaces to support legacy systems. Process data collection and integration into level 1, level 2 and level 3 systems.
- Developed advanced control algorithms, multi-variable control, and advanced alarm conditions.
- Experience developing custom vision software and control algorithms for EAF control.
- Strong statistics, data analysis, simulation, control design, optimization background in all areas of manufacturing.

INDUSTRIAL WORK EXPERIENCE

Chez Pierre French Restaurant **Head Server** Jan 2012 – Present

Responsible for:

- Greeting guests in a prompt and courteous manner.
- Taking orders from patrons, often memorizing the orders if there were 5 patrons or less.

Don Gilbert, page 1 of 3

Mobile: 555-717-0000
Email: name.surname@mycv.com
Physical: 1230 Peachtree St, Brooklyn, NY

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RESUME OF MS LISA SHAW
Indian, Trail, North Carolina • Mobile: 105 563 1992 • Email: firstname@resumetemplate.org

PROFESSIONAL PROFILE

A pro-active and innovative Senior Sales Management Professional offering across-the-board proficiency in: | Business Development | Talent Acquisition | Recruitment | Talent Sourcing | Client Services | Candidate Facilitation | Extensive interpersonal and communication skills with developed ability to analyze problems, find tangible solutions and implement new systems and procedures in a fast-paced business environment. Possess a strong drive to achieve set goals and objectives by always delivering high standards of service excellence in line with the company's vision.

Career Objectives: | Business Development Specialist | HR Manager | Talent Project Manager | Education Manager | Departmental Head | Head of Talent Acquisition | Talent Management Specialist | Senior Recruitment Manager | Head of Recruitment | Training Manager | Agency Manager |

CAREER HIGHLIGHTS

ABC Recruitment:

- Increased yearly sales revenue by 18% in 2017 for Graduate Division
- Established the new Graduate Division in 2016
- Augmented personal sales by 20% in 2014 and by 170% in 2016
- Succeeded as the Top Bidder in 2013 and 2015

Nova Placement Services:

- Selected as Top Consultant in 2011 and 2012 and received the Travel Incentive for both years

SPECIALIST RECRUITMENT SERVICES EXPERIENCE

Contributed to the following industries:

- Actuarial [Life | Pensions | Short Term | Healthcare | Non-Traditional]
- Audit [General | ACR | GCR | Risk | Forensics]
- Risk Management [Financial | Investments]
- Engineering & Manufacturing [Financial | Investments]

EDUCATION DETAILS

Masters' Degree in International Business: University of Columbia, 2009 (GPA 3.9)
Bachelor Honors in International Business: University of Boston, 2008 (GPA 3.8)

Nigel H. Arthur
70 e 5th Ave | Broomfield, CO 80020 | (235) 294-4588

EMPLOYMENT HISTORY

Food Service Worker Broomfield, CO
Billaabong Restaurant June 2011 – Present

Worked under the immediate supervision of the School Food Service Manager. Performed routine manual tasks in the preparation and serving of food and in cleaning and maintaining food service areas.

Major Accomplishments

- Memorized the restaurants wine stock and the meals they should accompany, leading to daily wine sales averaging \$170, which was a 25% than company average.
- Write patrons' food orders on slips, memorize orders, or enter into handhelds for transmittal to the kitchen staff in a 120+ seat restaurant.

Trainee Food Service Worker Scottsdale, AZ
Woody's, Scottsdale, AZ January 2008 – May 2011

Coordinated and assisted in serving guests. I was responsible and in charge of the team of waitresses. In this role I trained several new employees up to standard.

Major Accomplishment

- Presented menus to patrons and answer questions about menu items, making recommendations upon request in a 70+ seat restaurant.
- Served food and beverages to patrons, and prepared or server specialty dishes at tables required.

Secretary/Administrative Assistant Butte, MT
Raymond Pool Systems July 2005 – November 2007

Scheduled and coordinated appointments and events for supervisors. Entered client information and financial data into computer system.

Major Accomplishment

- Implemented a off-the-shelf CRM system, saving the company \$45,000 in the first year of use.

EDUCATION HISTORY

Broomfield Business College, Broomfield, MT
Associate of Science in Administrative Assisting Broomfield, MT
2000 – 2002
Scottsdale, AZ
1996 – 2000

THOMAS EARLAND

POLICE OFFICER

(123) 456 7890 | hello@email.com | 123 Street, City

PROFILE

Placeholder text for the profile section.

EDUCATION

- 2016-2018 INSTITUTION Qualification
- 2016-2018 INSTITUTION Qualification

INTERESTS

- INTEREST #1
- INTEREST #2
- INTEREST #3
- INTEREST #4

PROFESSIONAL SKILLS

Skill #1, Skill #2, Skill #3, Skill #4

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CHARLOTTE WEBB

RECEPTIONIST

(123) 456 7890 | hello@email.com | 123 Street, City

PROFILE

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QUALIFICATIONS

- Placeholder text for qualifications.

WORK EXPERIENCE

Job Title (2016 - Present) Company	Job Title (2016 - Present) Company	Job Title (2016 - Present) Company
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PROFESSIONAL SKILLS

Skill #1, Skill #2, Skill #3, Skill #4, Skill #5, Skill #6

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ANDREA ROWLAND

WEB DESIGNER

(123) 456 7890 | hi@email.com | 123 Anywhere Street, Any City

PROFILE

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EDUCATION

- 2016-2018 INSTITUTION Qualification
- 2016-2018 INSTITUTION Qualification

CONTACT

(123) 456 7890 | hi@email.com | 123 Anywhere Street, Any City

REFERENCES

- REFERENCE #1
123 456 7890
Hello@email.com
- REFERENCE #2
123 456 7890
Hello@email.com
- REFERENCE #3
123 456 7890
Hello@email.com

EXPERIENCE

- 2016-2018 JOB TITLE / COMPANY
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- 2016-2018 JOB TITLE / COMPANY
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- 2016-2018 JOB TITLE / COMPANY
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JARED WILSON

CATERER

(123) 456 7890 | hello@reallygreatsite.com | 123 Anywhere Street, Any City

EDUCATION

INSTITUTION 2016-2019 Qualification	INSTITUTION 2016-2019 Qualification	INSTITUTION 2016-2019 Qualification
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WORK EXPERIENCE

**JOB TITLE / COMPANY
2016-2019**

- Placeholder text for job experience.
- Placeholder text for job experience.

**JOB TITLE / COMPANY
2016-2019**

- Placeholder text for job experience.
- Placeholder text for job experience.

PROFESSIONAL SKILLS

SKILL #1, SKILL #2, SKILL #3, SKILL #4

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Profile

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. dolore jabibae.

Contact

- (123) 456 7890
- hello@email.com
- 123 Street, City

Education

2016-2018	INSTITUTION Qualification
2016-2018	INSTITUTION Qualification

Experience

2016-2018	JOB TITLE / COMPANY Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
2016-2018	JOB TITLE / COMPANY Resume Builder? Fill in your details, choose and download 12 resume designs! Only \$ 2,95.

SKILLS

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EDUCATION

INSTITUTION 2016-2019	INSTITUTION 2016-2019	INSTITUTION 2016-2019
Qualification	Qualification	Qualification

EXPERIENCE

JOB TITLE / COMPANY
2016-2018

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JOB TITLE / COMPANY
2016-2018

Resume Builder? Fill in your details, choose and download 12 resume designs! Only \$ 2,95.

PROFESSIONAL SKILLS

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EDUCATION

INSTITUTION 2016-2019	INSTITUTION 2016-2019	INSTITUTION 2016-2019
Qualification	Qualification	Qualification

EXPERIENCE

JOB TITLE / COMPANY 2016-2019	<ul style="list-style-type: none"> • Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. • Tellus in hac habitasse platea dictumst. vestibulum. Turpis massa tincidunt dui ut ornare.
JOB TITLE / COMPANY 2016-2019	<ul style="list-style-type: none"> • Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. • Resume Builder? Fill in your details, choose and download 12 resume designs! Only \$ 2,95.
JOB TITLE / COMPANY 2016-2019	<ul style="list-style-type: none"> • Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. • Tellus in hac habitasse platea dictumst. vestibulum. Turpis massa tincidunt dui ut ornare.

PERSONAL PROFILE

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CONTACT INFO

- (123) 456 7890
- hi@email.com
- 123 Anywhere Street, Any City

INTERESTS

- Interest #1
- Interest #2
- Interest #3
- Interest #4

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PROFILE

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EDUCATION

2016-2018	INSTITUTION Qualification
2016-2018	INSTITUTION Qualification

EXPERIENCE

JOB TITLE / COMPANY 2016-2018	<ul style="list-style-type: none"> • Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
JOB TITLE / COMPANY 2016-2018	<ul style="list-style-type: none"> • Resume Builder? Fill in your details, choose and download 12 resume designs! Only \$ 2,95.
JOB TITLE / COMPANY 2016-2018	<ul style="list-style-type: none"> • Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

SKILLS

REFERENCES

REFERENCE #1 123 456 7890 Hello@email.com	REFERENCE #2 123 456 7890 Hello@email.com
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DYLAN WHITE

DEVELOPMENT CHEMIST

PROFILE

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CONTACT

- (123) 456 7890
- hello@reallygreatsite.com
- 123 Anywhere Street, City

EDUCATION

INSTITUTION 2016-2019	Qualification
INSTITUTION 2016-2019	Qualification
INSTITUTION 2016-2019	Qualification

WORK EXPERIENCE

JOB TITLE / COMPANY
2016-2019

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
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JOB TITLE / COMPANY
2016-2019

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
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HIGHLIGHTED SKILLS



SKILL #1	10
SKILL #2	20
SKILL #3	30
SKILL #4	45



Abraham Weiss-Nelson

PHOTOGRAPHER

EDUCATION

INSTITUTION 2016-2019	Qualification
INSTITUTION 2016-2019	Qualification

WORK EXPERIENCE

JOB TITLE / COMPANY
2016-2019

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JOB TITLE / COMPANY
2016-2019

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Tellus in hac habitasse platea dictumst vestibulum. Turpis massa tincidunt dui ut ornare.

SKILLS



SKILL #1	10
SKILL #2	20
SKILL #3	30

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[> Download Word Resume 13.docx](#)



LAURA MCKENZIE

GRAPHIC DESIGNER

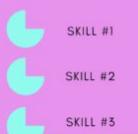
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CONTACT

- (123) 456 7890
- hello@email.com
- 123 Anywhere Street, Any City

SKILLS



SKILL #1	10
SKILL #2	20
SKILL #3	30

EDUCATION

2016-2018	INSTITUTION Qualification
2016-2018	INSTITUTION Qualification

WORK EXPERIENCE

2016-2018	JOB TITLE / COMPANY Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
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2016-2018	JOB TITLE / COMPANY Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.



BENJAMIN GROOM

RETAIL SUPERVISOR

PROFESSIONAL BACKGROUND

JOB TITLE / COMPANY
2016-2018

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JOB TITLE / COMPANY
2016-2018

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ACADEMICS

INSTITUTION 2016-2019	INSTITUTION 2016-2019
Qualification	Qualification

HIGHLIGHTED SKILLS



SKILL #1	10
SKILL #2	20
SKILL #3	30
SKILL #4	45

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Get the most out of our Free Resume Templates

Here are a few short tips for using curriculum vitae/cv templates, as they are also called, resourcefully. With these tips, you will get to your own and original resume in minutes:

- **Your touch**

Just because a template of a resume example is set up a certain way, does not mean you have to keep it this way. Play by your own rules and give the document some of your creativity. For example, play with the font, and add or remove a border. Divide sections of start combining them. By seeing more and more templates, you will get more ideas flowing through your brain.

- **Make your set-up**

Many people use the standard Microsoft Word templates, so to stand out you should use other templates (for example one of ours!). While you work your way through different ideas, you could take the best bits of all CV templates and combine them with your very own.

- **Use resume builders**

[Job boards](#) generally offer their own resume generators as a service for their subscribers. For some instances, this might be a good way to go, as quite some job applications go through these platforms. However, a fair resume generator can build you a more than a decent resume that will also not lose its shape when rendered to different sites and employers.

We crafted some basic and edgy templates for you to have a great starting point for your next dream job. [The examples are all made in Word](#), so they are easily adjusted to your needs and information.



KAREN PHILIPS

Web Designer • NEW YORK, 10005, USA | 800-555-0401

• DETAILS •

9 Wall St, New York, 10005, USA
800-555-0401
email@email.com

DATE / PLACE OF BIRTH
1995/20/03
New York

NATIONALITY
USA

DRIVING LICENSE
Full

• SKILLS •

WordPress, Drupal, Joomla
HTML5, CSS, JS, jQuery
Adobe Photoshop & Illustrator
Sketch
Time management
Deadline-driven
Effective communicator
Team player
Energetic and inventive

• PROFILE •

Energetic Web Designer with 3 years experience creating and maintaining functional, attractive, and responsive websites for travel companies. Clear understanding of modern technologies and best design practices. Experienced with WordPress and Drupal. Proven track record of raising UX scores and customer retention.

• EMPLOYMENT HISTORY •

Web Designer at Expedia Group, New York

January 2017 – May 2018

Expedia Group is a global travel company with websites which are primarily travel fare aggregators. As the Web Designer, my core activities included:

- Planning site designs, functionality and navigation, along with audience funnels and data capture points.
- Building wireframes & prototypes which were then turned into functional and responsive digital products.
- Reviewing UX with multiple teams and making necessary edits to accommodate technical or business concerns. Raised UX scores by 38%.
- Handling all composition, color, illustration, typography, and branding for projects.

Web Designer at FarePortal, New York

February 2016 – December 2016

FarePortal is a travel technology company where the flagship product CheapOair receives over 100 million visitors annually. As the Web Designer, my core activities included:

- Designing, building, and maintaining marketing email creative using data-driven responsive templates.
- Providing expertise on industry standards, best practices, and proper coding techniques to achieve correct rendering in all email environments.
- Performing quality assurance and troubleshooting code rendering across multiple desktop and mobile devices. Improved customer retention by 17%.

Web Designer at The Points Guy, New York

March 2015 – November 2015

The Points Guy is a site devoted to helping over 5 million monthly readers stay up to date on travel news. As the Web Designer, my core activities included:

- Creating marketing emails for newsletters & promotions.
- Developing site content and graphics in partnership with writers and creative director.
- Spearheaded 4 projects simultaneously.
- Maintained a high level of quality and consistency in all designs.
- Presenting concepts and ideas consistent with company branding guidelines to the creative team.

Professional Resumes

You are not certain if or what kind of style to use? A professional template is always a good choice. For any role, floor manager, or CEO, with a professional resume, you show that you are correct, punctual, and doing the right thing. The perfect format for businesses that pre-auto scan their candidates.

Ideal for:

- Formal industries such as finance, banking, healthcare government, semi-government, law.
- Workers with either a long or short work history.
- All other industries are also a perfect match for a professional resume

EMILY CARTER

English Teacher

1515 Pacific Ave, Los Angeles, CA 90291, United States

email@email.com

Place of birth San Antonio Nationality American
 Driving license Full

LINKS

Facebook, LinkedIn

PROFILE

Highly capable English Teacher with creative instructional demeanor and competence in smart learning methodologies. A decade of experience teaching elementary grades coupled with a Bachelor's Degree in Child Psychology, and certified to teach in any state across the Mid-West Region. Very focused on engaging and inspiring students to achieve their ultimate potential.

EXPERIENCE

♦ **High School English Teacher, John Hopkins High School** Feb 2017 – Present Seattle
Implemented formative assessments by standardizing testing strategies resulting in an overall 12% increased test scoring rate.

• Conduct lectures and assignments individually to students
 • Assess students in preparing for SAT exams

• Hold monthly parent days where presentations are given regarding the curriculum, Q&A's as well as statistics regarding learner's progression

• Communicate with parents about students' progress
 • Prepare students for standardized tests required by the state

• Develop and enforce classroom conduct

Modern Resumes

• Communicate with parents about their child's progress and work on their weaknesses individually

• Conduct testing every week to maintain progress

• Assist students in preparing for SAT exams

• Hold monthly parent days where presentations are given regarding the curriculum, Q&A's as well as statistics regarding learner's progression

• Communicate with parents about students' progress
 • Prepare students for standardized tests required by the state

• Develop and enforce classroom conduct

A modern template does well in industries and positions that have to be current with time.

Great for non-traditional businesses and young people working environments.

Create an interactive, comprehension program to assist students in developing their English reading, writing, speaking and comprehension abilities

• Plan lessons that teach students various components of English subject matter including reading, writing, pronunciation, poetry, comprehension, and literature

• Conduct assessments to ascertain student abilities, strengths, and weaknesses

• Grade students' assignments to monitor their progress

• Communicate with parents during PTA meetings and via email correspondence regarding their child's progress and work on their weaknesses individually

• Assess students in preparing for SAT exams

• Hold monthly parent days where presentations are given regarding the curriculum, Q&A's as well as statistics regarding learner's progression

• Communicate with parents about students' progress
 • Prepare students for standardized tests required by the state

• Develop and enforce classroom conduct

♦ **English Teacher - Adult Education, ABET Community Center** Nov 2009 – Jul 2013 New York

Designed and implemented a 6-month English language program for a class of 25 Adult Learners, resulting in significant improved English skills

• Assess students in preparing for SAT exams

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 • Prepare students for standardized tests required by the state

• Develop and enforce classroom conduct

♦ **Elementary English Teacher, Bright Sparks Prep School** Nov 2009 – Jul 2013 New York

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• Hold monthly parent days where presentations are given regarding the curriculum, Q&A's as well as statistics regarding learner's progression

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02 EMPLOYMENT HISTORY

♦ **High School English Teacher at John Hopkins High School** Seattle

Implemented formative assessments by standardizing testing strategies, resulting in an overall 12% increased test scoring rate.

- Plan lectures and assignments
- Assess students to evaluate their abilities, strengths, and weaknesses
- Teach students as an entire class, in smaller groups and tutor struggling learners individually
- Conduct testing every week to maintain progress
- Assist students in preparing for SAT exams
- Hold monthly parent days where presentations are given regarding the curriculum, Q&A's as well as statistics regarding learner's progression
- Communicate with parents about students' progress
- Work with individual students to challenge them, to improve their abilities, and to work on their weaknesses
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- Develop and enforce classroom conduct

♦ **Elementary English Teacher at Bright Sparks Prep School** Georgia

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- Grade students' assignments to monitor their progress

Emily Carter, English Teacher

1515 Pacific Ave, Los Angeles, CA 90291, United States, email@email.com

Place of birth	San Antonio	Driving license	Full
Nationality	American		
LINKS	Facebook, LinkedIn		

PROFILE
Highly capable English Teacher with creative instructional demeanor and competence in smart learning methodologies. A decade of experience teaching elementary grades coupled with a Bachelor's Degree in Child Psychology, and certified to teach in any state across the Mid-West Region. Very focused on engaging and inspiring students to achieve their ultimate potential.

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- Plan lessons that teach students various components of English subject matter including reading, writing, pronunciation, poetry, comprehension, and literature
- Grade students assignments to monitor their progress
- Communicate with parents during PTA meetings and via email correspondence regarding their child's progress and work on their weaknesses
- Supervise children outside of the classroom for example, during lunchtime or recess

♦ **English Teacher - Adult Education, ABET Community Center** New York

Designed and implemented a 6-month English language program for a class of 25 Adult Learners, resulting in significantly improved English skills

- Assess students' strengths and areas for development
- Plan and teach lessons to help students gain adequate knowledge and confidence in reading, speaking and writing English
- Emphasize skills that will help students find jobs, such as learning English words and common phrases used in the workplace
- Work with students individually to address specific learning challenges
- Evaluate students for possible learning disabilities
- Monitor students' progress toward their goals

Help students develop pronunciation by doing role play exercises

Emily Carter

English Teacher

Address 1515 Pacific Ave, Los Angeles, CA 90291, United States
Place of birth San Antonio
Driving license Full

Email email@email.com
Nationality American
Links Facebook, LinkedIn

01 PROFILE

Highly capable English Teacher with creative instructional demeanor and competence in smart learning methodologies. A decade of experience teaching elementary grades coupled with a Bachelor's Degree in Child Psychology, and certified to teach in any state across the Mid-West Region. Very focused on engaging and inspiring students to achieve their ultimate potential.

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- Conduct assessments to ascertain student abilities, strengths, and weaknesses
- Grade students' assignments to monitor their progress

EMILY CARTER

ENGLISH TEACHER

INFO

ADDRESS
1515 Pacific Ave, Los Angeles, CA 90291, United States

EMAIL
email@email.com

PLACE OF BIRTH
San Antonio

DRIVING LICENSE
Full

NATIONALITY
American

LINKS

Facebook

LinkedIn

SKILLS

English Subject Matter

Curriculum Design

Digital Instruction Techniques

Lesson Planning

Test & Assessment Design

Classroom Management

Child Psychology

Play Therapy

Black Board

Power School SIS

Google Classroom

Microsoft Office

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Outlook

Microsoft OneDrive

Microsoft Teams

Microsoft OneNote

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Sep 9, 2022 by Asif

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Thanks 😊

Aug 26, 2022 by Oscar

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Apr 21, 2022 by Mauricio Venkel

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Feb 3, 2022 by Isabel

I used the templates tool and it's amazing. So easy to use and so many designs. Thanks!

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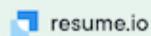
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