

Administrative Assistant Resume

William Dorsey

Sometown, OR 97201

Home: 555-555-5555

Email: wd@somedomain.com | LinkedIn URL

Administrative Assistant

Provide top-notch support to VPs, directors and managers

- **Administrative:** Adeptly handle administrative matters including screening calls, managing calendars, planning meetings, making travel arrangements, composing documents and organizing offices for efficiency.
- **Communications:** Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
- **Computers:** Expert user of Microsoft Office; quickly learn and master new technology.

COMPUTER SKILLS

- **Microsoft Programs:** Word, Excel, PowerPoint, Access, Outlook, SharePoint, Azure
- **Accounting & CRM:** QuickBooks, Sage 50 Pro Accounting, Oracle PeopleSoft CRM
- **Operating Systems:** Unix, Linux, Windows, Mac OS X, iOS, Android

EXPERIENCE

ABC COMPANY — Sometown, OR

Administrative Assistant, 20xx to Present

Provide administrative support to the investment banking group VP and five of her department directors. Answer telephones and promptly and courteously assist clients and employees throughout the organization. Maintain calendars, coordinating extensive appointments, meetings and domestic/international travel.

- **Office Management:** Overhauled record-keeping system from manual to computer-based, creating a user-friendly and systematic information management system and reducing data-retrieval time.
- **Travel Logistics Management:** Coordinate a busy travel calendar that includes six international symposiums annually, ensuring all events are successfully executed.
- **Customer Relationship Management:** Tapped into the power of PeopleSoft CRM Analytics to track the effectiveness of leads, marketing initiatives and revenues. Generated reports that assisted upper management with decision making and were distributed to 200+ employees department-wide.

TEMPORARY AGENCY ASSIGNMENTS — Sometown, OR

Administrative Assistant, 20xx to 20xx

Assigned by DEF Temporary Agency and GHI Temporary Agency to serve in administrative support roles for clients in investor relations, high tech, healthcare and real estate sectors.

- **Hit the Ground Running:** Learned organizational processes, policies and procedures with minimal ramp-up time. Successfully completed administrative assignments for ABC Co., JKL Co., MNO Co. and PQR Co.
- **Service Focus:** Adapted to diverse work styles and consistently provided friendly, personable service.
- **Excellent Performance:** Offered full-time position at the conclusion of temporary assignment at ABC Co.

EDUCATION

ABC TRAINING ACADEMY — Sometown, OR

Certificate in Office Management, 20xx

Completed 45-credit certificate program. Focused on business data processing, software applications, basic accounting, business communications and business law.

Assistant Manager Resume

Margot Reid

Sometown, NE 55555 | (555) 555-5555 | mr@somedomain.com | LinkedIn URL

Assistant Manager | Food & Beverage Operations

Meeting Performance and Profit Goals | Supporting the Store Manager

Service-centered, sales-driven assistant manager offering strong leadership, business and financial skills and a history of exceeding employer goals and customer expectations. Proven record of awarded recognition for building high-performance teams and ensuring a consistently pleasant guest experience.

Professional Experience

ABC COMPANY, INC. (Leading coffeehouse chain) – Sometown, NE

Assistant Manager, 2/16 to Present

Progressed through promotions throughout tenure with ABC; currently serve as keyholder and “right hand” to store’s general manager. Oversee first-shift operations; supervise up to 10 associates; direct F&B preparation, delivery and transactions; and ensure standards are met for customer service, quality, safety and sanitation.

- Met or exceeded weekly sales goals by up to 35%, resulting in formal recognition for leadership excellence.
- Developed employee-improvement plans reversing areas of under-performance and fostered professional advancement of high-potential workers³/₄ direct-reports earned promotions to supervisory roles.
- Won company-wide “Service Star Award” for creating and conducting “Customer Comes First” training program that boosted guest satisfaction survey scores from 87% to 95%.
- Launched new processes to accelerate drive-through service during peak morning hours. Decreased wait-time by 18% and increased first-shift sales gross average by 23%.
- Played a lead role in organizing charitable events. Developed partnerships with nonprofits that cemented a positive corporate image while supporting causes benefitting the homeless, veterans and the environment.

Shift Supervisor, 4/15 to 2/16

Helped manage afternoon and evening shifts, leading a 6-person barista team and directing closing procedures.

- Ensured associates followed quality standards and adhered to cash management, cash register and customer service policies and procedures.

- Received 100% on customer “snapshot” reviews during shift as well as commendations by supervisor for leadership abilities, dedication to teamwork and outstanding service delivery.
- Named “Employee of the Month” in January 2016 for strengths in upselling and new-hire training.

Barista, 9/12 to 4/15

Prepared premium-quality custom beverages to customer specifications¾able to fulfill even the most uncommon beverage orders. Provided friendly service and accurately handled point-of-sale transactions.

Education

DEF HIGH SCHOOL — Sometown, NE | High School Diploma
ServSafe Manager and Food Handler Certifications
Completed 50+ hours of corporate training on topics including:
Store Management | Supervisory Skills | Inventory Management | Performance Reviews
Sexual Harassment | Inclusive Hiring | P&L Statements | Cost-Control Strategies |
Regulatory Compliance

Acting Resume

Benjamin Blas

Sometown, CA 55555 | 555-555-5555 | bb@somedomain.com | LinkedIn URL | Acting Reel URL

Passionate, bilingual (English/Spanish) drama instructor combining top-rated university teaching performance with substantial professional work in stage, film and television acting. Apply innovative instructional methodologies to propel the talent development and career success of BFA- and MFA-degree-seeking students. Backed by a network of stage and screen contacts and reputation for artistic integrity.

Education & Credentials

ABC University • MFA in Acting
XYZ University • BFA in Musical Theater

Member of:

Screen Actors Guild (SAG) • Actors’ Equity Association (AEA) • Asociación Nacional de Actores (ANDA)

Teaching Experience

ABC UNIVERSITY — Sometown, CA | Drama Instructor, College of Performing Arts (*Full-time*), 2018-Present
DEF UNIVERSITY — Sometown, CA | Adjunct Acting Instructor, School of Theater Arts (*Part-time*), 2015-2018
XYZ ACADEMY OF DRAMATIC ARTS — Sometown, CA | Adjunct Faculty, Acting (*Part-time*), 2014-2015

Following success in part-time teaching roles at XYZ Academy and DEF University, offered full-time contract to join the drama faculty at ABC University. Balance theory and practice in providing actor training in areas including improvisation, comedy, on-camera performance and short-form internet content for actors.

- Prepared and followed course syllabuses, evaluated student performance and led instruction for undergraduate and graduate-level courses including:

Acting ... Scene Study ... Improvisation ... Theater History ... Musical Theater ... Sketch Comedy ... Dialects

Meisner Technique ... Practical Aesthetics ... Voice & Speech ... On-Camera Technique ... Audition Strategies

- Directed theater and multimedia productions showcasing student talent, including Main Stage productions at ABC University (*Oklahoma* and *Grease*) that received rave reviews from the *LA Times*.

- Coached students to prepare for professional auditions. Helped dozens of students book commercials and win acting roles for Hollywood/independent films, TV dramas/sitcoms and live stage productions.
- Received top marks on performance reviews and student evaluations. Repeatedly recognized for “innovative teaching” and “outstanding instruction” optimizing student success.

Acting Credit Highlights

– Complete List & Reel on Request –

ABC IMPROV TROUPE – Sometown, CA | Cast Member, 2001-2017

Practiced the art of improvisational comedy as a member of critically acclaimed 6-actor ensemble troupe. Named “Best Improv Troupe in LA” (*LA Times* reader poll) in 2016, 2017 and 2020.

Film & TV Roles 20XX-20XX:	<i>Nomenclature</i>	Paul Weaver (<i>Featured role</i>)	Roadside Attractions Film Studio
	<i>La Patrona</i>	José Vidal (<i>Recurring role</i>)	Telemundo
	<i>Provenance</i>	Peter Blanco (<i>Principal role</i>)	Touchstone Pilot for ABC Network
	<i>Dance with Destiny</i>	Police Sergeant	Lifetime TV Network
Stage Productions 20XX-20XX:	<i>Guys & Dolls</i>	Benny Southstreet	ABC Theater (12-week run)
	<i>West Side Story</i>	Bernardo	DEF Theater (12-week run)
	<i>The Glass Menagerie</i>	Jim O’Connor	ABC Theater (6-week run)
	<i>The Iceman Cometh</i>	Don Parritt	XYZ Theater (6-week run)
Commercial Work (<i>ongoing</i>)	TV and radio commercials booked include on-camera and voiceover work for Gillette, GoPro, Cheerios, Verizon, Corona and other nationally broadcast spots in the U.S. and Mexico.		

Real Estate-to-Interior Design Career Change Resume

AMY WEST | Interior Designer

Sometown, IL 60609 | Phone: (555) 555-5555 | aw@somedomain.com | LinkedIn URL

Award-winning interior design student, upcoming BFA graduate and certified home stager who is transitioning from real estate sales to a career in interior design. Repeatedly recognized for creative, conceptual and analytical talents; AutoCAD and design proficiencies; and exemplary work ethic.

Demonstrated success transforming client ideas into beautiful, functional design solutions. Experience leading design projects to finish on time, on budget and with excellent quality. Offer expert home staging, client relations, sales and negotiation skills developed as a licensed real estate agent.

Education & Credentials

ABC INSTITUTE OF ART – Sometown, IL
BFA Degree Candidate, Major in Interior Design | GPA: 3.7

Completed Design Courses:

Fundamentals of Interior Design	Design Basics 2D & 3D	Design Drafting
Space Planning	Residential Design	Environmental Codes
History of Architecture & Furniture	Commercial Design	Contract Management
Rendering & Architectural Illustration	Interior Design Studio	Drawing Essentials
Lighting for Interiors	Special-Purpose Design	Interior Products

Certified Home Stager | Licensed Real Estate Agent

INTERIOR DESIGN APPRENTICESHIP

ABC Design Firm – Sometown, IL
Interior design group specializing in commercial and retail design
Design Assistant, 6/16 to Present
Completing an apprenticeship at a leading commercial design firm.

Key Contributions:

- Developed modern design concept for assigned client (an upscale, regional women’s wear boutique chain), winning acceptance and go-ahead for project.
- Coordinated the design and space-planning process, including oversight of fixture/furniture selection, code compliance and architectural details.

- Praised by both client and design firm for the creativity, functionality, cost-effectiveness and vision of finished project.

INTERIOR DESIGN PROJECT HIGHLIGHTS

— ABC Institute of Art —

- Won first place in student design competition for “Best Hotel Lobby Design.” Singled out among 50+ designs as the favorite by client sponsor (a four-star resort) and awarded \$1,500 scholarship.
- Placed second in regional lighting-design competition. Built custom lighting fixture from scratch to earn recognition by a panel of professionals as one of the best designs among 45 entries.
- Conceptualized elegant, multitonal commercial wall covering using “green” materials that won honorable mention in design competition. Incorporated flexibility into design to enable its manufacture in virtually any color scheme.
- Completed a range of projects for studio classes, including:
 - Advanced Residential Design (family room)
 - Residential Design (kitchen and bathroom)
 - Commercial Design (corporate office)
 - Hospitality (restaurant and wine bar)
 - Special Purposes (daycare facility)
 - Advanced Commercial (retail space)
- Selected as project lead in the design of a guest bedroom for “ASID Showcase House,” a biannual event sponsored by the American Society of Interior Designers. Led student team of four to complete bedroom design for multimillion-dollar home in exclusive suburb. Delivered a luxurious design while remaining within budget of \$3.50 per square foot.
- Consistently recognized for expertise in using AutoCAD to complete all drafting projects (including floor plans, elevations, finish boards, renderings and construction drawings).

ADDITIONAL EXPERIENCE: HOME STAGING & REAL ESTATE SALES

XYZ REALTY — Sometown, IL

Commercial/residential real estate firm

Licensed Realtor / Certified Home Stager, 2014 to Present

Licensed Realtor, 2005 to 2014

Represent both buyer and seller interests in the sale of new construction, resale, foreclosure and multifamily residential properties throughout the Sometown area. Match clients’ needs with appropriate properties and provide exceptional service.

Key Contributions:

- Demonstrated expert home staging, prospecting and relationship-building skills, generating strong sales results despite a challenging real estate market.

- Earned credential as a certified home stager and leveraged talents in transforming homes to give the best first impression to potential buyers. Efforts resulted in quicker sales (typically 6 weeks vs. the current 4.5-month average) and higher profits (exceeding area averages by 20 percent).
- Delivered multimillion-dollar annual revenue growth for the past decade and earned #1 rankings and numerous awards throughout career, including:
- Top Listing Agent of the Year (out of 50-member XYZ Realty team)
- Five-time honors as Top Salesperson of the Year (out of realtor teams of up to 32)
- Seven “Multimillion-Dollar Producer” awards from the Association of Realtors

COMPUTER SKILLS

AutoCAD v Adobe Illustrator and Photoshop v MS Word, Excel and PowerPoint

PORTFOLIO OF DESIGN WORK AVAILABLE ON REQUEST

Auto Mechanic Resume

Oscar Clemens

284 Main Street ■ Topeka, Kansas 66621

oscart@myisp.com ■ 785.555.4893 ■ 785.555.1649

Automotive Technician / Mechanic

- Highly skilled and dependable with hands-on experience and excellent training to perform service, diagnostics, and repairs on domestic and imported automobiles and trucks.
- Contribute to repeat and referral business through strong problem-solving skills and commitment to top-quality workmanship and excellent customer service.
- Expertise interpreting technical specifications; provide leadership to other mechanics to increase repair accuracy, minimize lost time, and ensure safety compliance.
- Participate in continuous training and professional development activities to maintain current knowledge of rapidly advancing automotive technologies.

Education & Certifications

Associate of Applied Science (AAS) – Automotive Technology, Mechanical (2005)

Metropolitan Community College, Kansas City, Missouri

Automotive Service Excellence (ASE) – A1, A4, A5, A6, A7

Professional Experience

Standley Automotive – [Topeka, Kansas](#)

Lead Technician - 12/20xx to Present

Supervise four full-time mechanics and two apprentices in troubleshooting, diagnosing, and repairing a wide variety of vehicle makes and models. Manage day-to-day schedule and operations of repair shop, maintaining strong focus on quality workmanship and customer service. Evaluate accuracy of diagnoses and approve recommended repairs. Complete records, warranty documentation, and ensure proper maintenance of tools and equipment. Meet face-to-face with customers to provide estimates and explain repairs.

- Integral in establishing service and repair shop grounded on high-quality workmanship by providing strong leadership and motivation to junior mechanics and apprentices.
- Led service and repair shop in achieving two nationally recognized Service Excellence awards for quality of work and commitment to customer service.

Mr. Jack's Import Repair – Topeka, Kansas

Automotive Technician - 10/2011 to 11/2017

Conducted automotive inspections, diagnostics, and repairs on European imports to include engines, transmissions, differentials, brakes, clutches, starters, axles, steering gears, carburetors, fuel systems, cooling systems, and other mechanical and electrical systems. Maintained accurate hours and repair records.

- Built solid reputation as highly skilled and quality-driven mechanic; entrusted with increased responsibility, often supervising other mechanics.
- Recognized by management for expertise and routinely called upon for recommendations; provided valuable guidance that led to avoidance of lost time and damaged parts.

Sam's Truck and Auto – Topeka, Kansas

Mechanic - 3/2009 to 10/2010

Specialized in repair of automatic and manual transmissions as well as repair, realignment, and replacement of brake systems. Assisted lead mechanics with diagnosis and repair of all units and systems.

- Maintained constant dedication to quality, maximized accuracy, and ensured jobs were completed correctly the first time.
- Displayed solid commitment and loyalty to the company, often working overtime as needed.

MetroAuto – Kansas City, Missouri

Automotive Mechanic Trainee - 2/2004 to 2/2006

Worked under direction of master mechanic, rotating through diagnosis and repair of automotive systems and units. Conducted routine service and preventative maintenance.

- Demonstrated talent for quickly and accurately diagnosing mechanical failures and determining corrective actions.
- Advanced through program faster than other trainees by maintaining commitment to continually increasing knowledge and skills.

Business Analyst Resume

Dana Lowell

Sometown, GA 55555 | (555) 555-5555 | dl@somedomain.com | LinkedIn URL | Twitter Handle

Business Analyst | Banking Sector

Solving Complex Business Problems and Fueling Multimillion-Dollar Revenue Growth

Solutions-driven business analyst with experience leading cross-functional teams in the development, documentation and delivery of process innovations driving the attainment of business goals. Seek opportunities to transform company practices into fresh, cost-effective solutions leading to more efficient operations.

Skills:

- Requirements Gathering & Analysis
- User Acceptance Testing (UAT)
- Project Management

- Enterprise Implementations
- KPI Dashboards & Scorecards
- Data Mining & Analytics

- Risk Management
- BI, ERP & Big Data Platforms
- SAP/SAS Solutions

Experience

ABC BANK (Global financial services organization) – Sometown, GA | 2008 to Present

Business Analyst II / Business Analyst I, 2013 to Present	Credit Risk Analyst, 2010 to 2011
Data Analyst, 2011 to 2013	Quality Assurance (QA) Engineer, 2008 to 2010

Earned several promotions due to exemplary work performance. Currently oversee initiatives designed to advance continuous improvement, competitive advantage and profitable growth. Lead business process and workflow mapping/analysis using data capture and modeling technologies, methods and tools. Analyze business, user and technical requirements for proposed SAS, web-based and system solutions.

- Completed in-depth analyses for business-optimization projects, reporting tools, back-office programs and payment-processing apps. Measurable outcomes:
 - 9.2% revenue growth (2016)
 - Up to 45% in efficiency gains
 - \$575K capital-expense reduction
 - \$1.1M labor-cost savings

- 97% account-retention rates
- 10% increase in referrals
 - Provided executives with analytics and decision-support tools used as the basis for reorganization, consolidation and relocation strategies.
 - Partnered with developers to automate manual processes, saving time and money while decreasing errors. Credited as a primary driving force behind a 5% increase in margins this fiscal year.
 - Collaborated with stakeholder groups across the organization to ensure business and technology alignment. Proposed solutions meeting defined specifications and needs.
 - Performed quality assurance, system integration and user acceptance testing facilitating on-time, on-budget and acclaimed “go-live” of enterprise implementations for up to 12,000 global users.

Education

ABC UNIVERSITY – Sometown, GA | MBA, *Emphasis in Finance*
XYZ COLLEGE – Sometown, GA | BS in Management Information Systems

Technology Summary

ERP, BI & RDMS Tools:	SAS, SAP ASE/Business Objects, Oracle, MS SQL Server, MySQL, DB2, IBM Cognos
Data Discovery Tools:	QlikView, Tableau, TIBCO Spotfire
Systems:	Windows, UNIX, Linux, Mac OS X, Apple iOS, Android

Entry-Level Manufacturing Engineer Resume

THOMAS WILSON
Sometown, WI 53205
Home: (555) 555-5555
tw@somedomain.com | LinkedIn URL

JUNIOR MANUFACTURING ENGINEER

- Quality-focused manufacturing engineer offering a broad knowledge of manufacturing processes, experience using Creo Elements/Pro and SolidWorks 2010 and keen process-development skills gained through completion of capstone project with a leading auto-parts manufacturer.
- Bachelor’s in manufacturing engineering program provided a strong educational foundation in the following engineering areas:

Product Engineering & Quality:	Engineering Drawing; Engineering Graphics Using Solid Modeling; Design of Jigs, Fixtures & Tooling; Quality Engineering; Lean Manufacturing Systems; Six Sigma Tools
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Materials & Processes:	Engineering Materials, Engineering Mechanics, Polymer & Composite Processes, Material Removal & Forming Processes, Casting & Joining Processes, Manufacturing Process Engineering, Circuits & Devices, Thermodynamics & Heat Transfer
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Integration & System Design:	Computer-Aided Manufacturing, Controls & Instrumentation, Fluid Mechanics, Machine Vision & Robotics, Design & Simulation of Manufacturing Systems
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Education

ABC University, Sometown, WI
Bachelor of Science in Manufacturing Engineering (ABET-accredited program), 5/2016

- *Member:* Society of Manufacturing Engineers, Student Chapter
- *Senior Capstone Project:*
 - Served on product-development team at DEF Company, a US-based manufacturer of automotive parts. Worked closely with engineering team to design improvements for fluoropolymer product used to seal fuel systems.
 - Designed models using Creo Elements/Pro and SolidWorks; product enhancements are expected to greatly improve resistance to fuel permeation and extend product shelf life by 12%.
 - Featured in *ABC University Gazette’s* “Senior Spotlight” and earned an “A” grade for the project.

Work Experience

XYZ Company, Sometown, WI, Sales Associate, 5/2014 to Present

- Ranked in the top 10% for sales volume companywide and formally recognized for highest units sold per transaction in the first quarter of 2015.

ZYX Company, Sometown, WI, Retail Clerk, Seasonal throughout college

- Proved natural aptitude for sales and customer relationship management, winning two contests for highest monthly sales volume (out of 25 associates).

Midlevel Quality Engineer Resume

Howard Simms
55 Creek Drive
Sometown, MI 48205
555-555-5555

hs@somedomain.com | LinkedIn URL

QUALITY ENGINEER

Six Sigma / Lean Manufacturing / Process Design & Improvement

Six Sigma Green Belt offering three years of experience in quality engineering, lean manufacturing and product/process design. Deliver quality controls and enhancements to proactively address problems and improve product quality, manufacturing flow, customer satisfaction and bottom-line results.

EXPERTISE

- Six Sigma & ISO Leadership
- Lean Manufacturing Operations
- Lean Quality Tools (FMEA, Pareto Charts, Fishbone Diagrams, Six Sigma 5S, 8D Methodology)
- Finite Element Analysis (FEA)
- Geometric Dimensioning and Tolerancing (GD&T)
- Process Development & Improvement
- Scrap Reduction & Output Increase
- Statistical Process Controls (SPC)
- Quality Auditing
- Systems Design & Automation
- AutoCAD, MS Project & MS Office

PROFESSIONAL EXPERIENCE

ABC Company (formerly DEF Company) – Sometown, MI
Manufacturer of fabricated glass products and optical coatings

Quality Engineer, 2012 to Present

Assistant Quality Engineer (internship), 2012

Retained following three-month internship and promoted to quality engineer to improve the efficiency of production operations, prepare engineering drawings in AutoCAD, ensure ISO compliance, manage the engineering change process and act as customer liaison for product quality issues.

Quality Initiatives and Results:

- Led ISO recertification effort, which was granted on first attempt.
- Liaised between design, manufacturing and executive teams as a contributor to development of frameless glass showers product. Ensured product manufacturability, robust design, compliance with regulatory requirements and transition from prototype to production (\$525K in sales in 2015).
- Conducted process mapping and time/capability studies to improve throughput by 26%, eliminate bottlenecks and ensure adherence to customer specifications.

- Lowered product returns by 12%, saving \$150K per year. Cut number of complaints in half by accelerating customer support response times.
- Increased sales by \$190K in 2015 by developing a supplier-qualification program.
- Incorporated Six Sigma methodologies to solve a range of design and manufacturing problems.

EDUCATION & CREDENTIALS

ABC University – Sometown, MI

Bachelor of Science in Manufacturing Engineering

- Six Sigma Green Belt, 2011
- Certified Manager of Quality/Organizational Excellence, American Society for Quality

Recent Training Highlights: Risk Reduction Engineering, Design for Six Sigma (DFSS), Design & Process FME, Statistical Process Control (SPC) Management, Project Management

Firefighter Resume

LUKE JOHNSON

Sometown, TX 55555 | (555) 555-5555 | lj@somedomain.com

State-Certified Firefighter & EMT Paramedic

- Passionate about protecting lives and property through dedicated service performing firefighting, first-responder, emergency-medical and fire-prevention duties.
- Deeply committed to supporting team members in daily station tasks, drills and fire alarms.
- Physically fit (Ironman triathlete); community-minded (volunteer in school and community safety, medical, emergency-preparedness and fire-prevention programs); and current on all required training.

Education & Credentials

ABC COMMUNITY COLLEGE (Sometown, TX) | Associate of Fire Science

Texas State-Certified Firefighter I / II | Nationally Certified First Responder (CFP)
NREMT-P Certification (National Registry Emergency Medical Technician-Paramedic)
Valid Class B Exempt Driver's License with Clean Driving Record, Drug Screen and
Background Check

Professional Experience

SOMETOWN FIRE DEPARTMENT (Sometown, TX)
Firefighter & EMT, 2013 to Present

Respond to fire alarms and emergency calls to protect lives and property. Assess conditions and act quickly to extinguish fires, rescue victims and administer life-saving medical interventions.

- Responded to hundreds of traffic accidents, vehicle fires, brush fires and structural fires in homes, apartment complexes and commercial buildings.
- Worked with team and other first responders to gain control of emergency scenes; combat fires; perform victim search and rescue; treat the injured; and avert further injuries by keeping bystanders out of danger.
- Prevented loss of life following epic flooding in Sometown as a member of swiftwater rescue team.
- Honored with "Hero Award" by Mayor Osborne for establishing Fallen Firefighters, a charitable fund supporting families of firefighters injured or killed in the line of the duty. Raised \$200K+ to date.
- Placed second in command of Sometown's league drill, coordinating town-wide drill involving 4 other jurisdictions and 100+ firefighters. Led training exercise simulating a multi-alarm fire scenario that provided valuable insights used to improve emergency preparedness.
- Participated in fire-prevention programs and fire-safety education in local schools.

- Assisted fellow teammates with ongoing upkeep of equipment and facilities.

Specialized Training & Activities

Enthusiastically participate in training and continuing education covering topics including:

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• Vehicle Fires & Extrications• Chemical & Magnesium Fires• Structural & High-Rise Fires• Brush, Wildland & Forest Fires | <ul style="list-style-type: none">• HAZMAT Handling• Hostile Fire Events• Mass Casualty Events• Dispatch Operations | <ul style="list-style-type: none">• Incident Command System (ICS)• Swiftwater & Confined Space Rescues• Firefighter Assist & Search Team (FAST)• Rapid Intervention Team (RIT) |
|---|--|---|

Volunteerism & Activities (2013 to Present):

- | | |
|--|--|
| <ul style="list-style-type: none">• Director, Fallen Firefighters• CPR & First Aid Instructor, American Red Cross | <ul style="list-style-type: none">• Volunteer Fire Safety Trainer at local schools• Ironman Triathlete & CrossFit® Enthusiast |
|--|--|

Military resume

Jordan Reid
Sometown, MO 5555 | (555) 555-5555 | jr@somedomain.com | LinkedIn URL

Seeking Position as a...
MILITARY POLICE (MP) OFFICER – U.S. ARMY NATIONAL GUARD

Army National Guard member with a high level of motivation to join the ARNG Military Police force once training is complete. Dedicated team member who is physically fit, mentally strong and level-headed under pressure. Eager to pursue a long-term career in law enforcement, with relevant experience that includes present work as a security guard for XYZ Company.

Military Service

U.S. ARMY NATIONAL GUARD – Sometown, MO | Enlisted Private (PVT): MP Trainee, 2017 to Present

Progressed to Advanced Individual Training (AIT) for Military Police officers after completing 10-week Basic Training. Classroom and field instruction covers topics including:

- | | | |
|------------------------------|---------------------------------------|------------------------------|
| • Basic Warrior Skills | • Military Laws & Jurisdiction | • Traffic & Crowd Control |
| • Firearms Handling & Safety | • Criminal & Accident Investigations | • Suspect Arrest & Restraint |
| • Law Enforcement Patrols | • Evidence Collection | • Crime Scene Security |
| • Lawful Search & Seizure | • Witness/Victim/Suspect Interviewing | • Crime Scene Processing |

“PVT Reid displayed all of the characteristics of a model soldier throughout his Basic Training...regarded as a leader by his peers and supervising officers... shows moral character and fast learning aptitudes...will make an excellent MP officer...” (2017 Review)

Work Experience

XYZ COMPANY – Sometown, MO | Security Guard, 2016 to Present
(Currently on temporary leave to complete U.S. Army National Guard Basic/MP Training)

Recruited as an unarmed security guard by high-rise condominium. Perform security patrols of building and parking garage to protect against theft, vandalism, vagrancy and other illegal activities.

- Performed regular foot patrols, escorted residents to and from their vehicles and used surveillance equipment to monitor for suspicious activity.
- Provided informational assistance and directional guidance to vendors/guests and served as a reassuring presence in safeguarding residents and their property.
- Responded swiftly and reacted calmly to reported incidents and disturbances, from noise annoyances and public intoxication to domestic violence, vehicle break-ins and suspected drug activity. Quickly gained control of and diffused escalating situations while awaiting arrival of police officers.

“Jordan is an impressive young man with excellent interpersonal skills and proven strengths in ensuring the safety and security of our facilities, tenants and guests...Reliable and highly professional...” (2016 Review)

Education

ABC HIGH SCHOOL – Sometown, MO | High School Diploma

- *Honors:* Honor Roll; National Honor Society (GPA: 3.6)
- *Activities:* Student Government (VP); Football Team; Volunteer (ASPCA, Special Olympics, Miracle League)
- *Certifications:* First Aid and CPR, American Red Cross

RN Career Changer Resume

JENNIFER WILSON
10 Springdale St.
Brooklyn, New York 22222
(718) 555-5555
resumepower@somedomain.com

OBJECTIVE

Dedicated RN with nearly 20 years of experience within medical-surgical settings seeking career transition into clinical nursing research. Offer a solid foundation in statistics, analytical tools and methodologies, pharmaceuticals, surgical procedures and current healthcare advancements.

Special interest in conducting clinical research trials benefiting diabetes patients. Strong background in diabetes education, with experience developing and delivering training programs to staff, community organizations and medical providers on a range of diabetes-management topics.

WORK EXPERIENCE

Operating Room Nurse

5/1998-Present, ABC HOSPITAL, New York, NY

Assist in the preparation and care of patients undergoing surgical intervention, and oversee the maintenance/sterilization of OR supplies and equipment. Anticipate needs of surgeons and surgical teams, and assist in operative procedures.

Highlights of Contributions:

- Participated in JCAHO survey with resultant score of 95 percent with commendation. Ensured OR readiness by maintaining stringent quality standards and safety precautions.
- Planned and executed symposium for continuing research on diabetes. Topics included new research methods, standards of treatment and the epidemiological perspective. Secured internationally renowned endocrinologists as speakers and attracted 100+ healthcare industry participants.
- Led numerous staff development training programs and seminars. Conducted educational programs on a broad range of topics, including diabetes education and OR policies and procedures.
- Researched and compiled daily operation reports and patient statistical data for surgical services director, director of nursing and utilization review (UR) coordinator.
- Directed ongoing quality assurance (QA) program that met or surpassed hospital/JCAHO standards for patient and staff safety.
- Authored study guide and orientation packet credited with improving quality and thoroughness of staff on-the-job-training (OJT) program.
- Standardized procedures and improved efficiency of surgical room setup through major cataloging effort covering all surgical services equipment.
- Developed first-ever, comprehensive standard operating procedures (SOPs) manual for hospital's Preoperative Staging Area.

Registered Nurse

6/1995-5/1998 , DEF HOSPITAL, Brooklyn, NY

Performed a comprehensive range of clinical functions in the 70-bed neonatal intensive care unit. Assessed patients' developmental stages and conditions, administered

medications, maintained patient charts and responded to medical emergencies.

Highlights of Contributions:

- Managed all phases of care cycle for critically ill infants. Held additional responsibility as part-time charge nurse for overseeing patient care, staff assignments, emergency response/transport and management of infant family crises.
- Contributed to organizational growth initiatives as active member of patient education and procedural committees, along with preceptor duties instructing new residents and nurses in crisis intervention, medication administration and resuscitation.
- Built solid, trusting relationships with staff and patient families, generating positive PR through extra efforts in care treatment and one-on-one communications.
- Collaborated with multidisciplinary team members, working closely with physicians, nurses, technicians and therapists to formulate, implement and modify individual care plans.

EDUCATION

6/2004, ABC Training Institute, New York, NY

- Completed comprehensive pharmaceuticals training in the areas of FDA regulatory compliance, drug specifications, drug product stability/shelf life, principles of contemporary immunology and adverse drug events.

5/2001, Perioperative Nursing (CNOR), Denver, CO

- Competency & Credentialing Institute (CCI), CNOR certification

2/1992, Registered Nurse, New York, NY

5/1990, XYZ COLLEGE, New York, NY

Bachelor of Science in Nursing (BSN)

- Received consistently excellent evaluations in clinical rotations.
- Participated in XYZ College's Nursing Student Association, National Student Nurses' Association and Future Registered Nurses Club.

6/1989, BCLS certification, New York, NY

- BCLS certification is current

5/1989, XYZ COLLEGE, New York, NY

- Associate Degree in Nursing (ADN)

AFFILIATIONS

- 1/2005-Present: Association of periOperative Registered Nurses, Member

SKILLS

Skill Name	Skill Level	Last Used/Experience
Case / Patient Management	Expert	Currently used/19 years
Clinical Research Procedures	Intermediate	Currently used/11 years
Data Collection / Analysis / Reporting	Intermediate	Currently used/11 years

Data Management & Documentation	Intermediate	Currently used/11 years
Healthcare Education	Expert	Currently used/19 years
JCAHO Standards / Compliance	Expert	Currently used/19 years
Patient Interviews	Expert	Currently used/19 years
Public / Community Relations	Expert	Currently used/19 years
Public Speaking	Expert	Currently used/19 years
Quality Assurance / Quality Control	Expert	Currently used/19 years
Records Maintenance	Expert	Currently used/19 years

ADDITIONAL INFORMATION

Excelled in early nursing career as RN/nurse team leader (2/1992 to 5/1995) and hospital staff nurse (6/1989 to 2/1992), with commendations for quality of total patient care from community/teaching hospital employers.

Known as a loyal team player with an unwavering commitment to providing quality care and preventive medicine advocacy. Available for evening/weekend shifts and willing to relocate nationally for right opportunity.

Administrative Assistant Resume

Ebony Moore

Flint, MI | (123) 456-7891 | emoore@email.com

Summary

Dedicated Administrative Assistant with 3 years of experience providing administrative support to senior executives, accompanied by a proven track record of maintaining efficient office operations.

Education

GREEN VALLEY STATE

Aug '10-Dec '14

Bachelor of Science in Business Administration, Mass Communication

Experience

RIVER TECH, Administrative Assistant

Jul '19 - Current

- Provide ongoing administrative support to senior executives, driving organizational success through the management of daily operations and special projects
- Manage executive calendars, strategically coordinating meetings, appointments, events, and travel arrangements
- Compose and proofread memos, letters, reports, and presentations, providing accurate, concise, and error-free communication
- Plan, coordinate, and finalize details for travel arrangements and business development events
- Spearhead training and development program for new employees
- Serve as primary point of contact for an average of 30 incoming phone calls per day, addressing inquiries and resolving concerns

CLOUD CLEARWATER, Administrative Assistant

Aug '15 - Jul '19

- Greeted and proactively assisted visitors in a timely manner
- Guaranteed prompt delivery of incoming mail to appropriate recipients
- Streamlined processes to effectively track, order, and maintain inventory

CLOUD CLEARWATER, Administrative Assistant

Jan '13 - Aug '15

- Developed positive relations with external vendors and clients
- Executed processing of vendor contracts and implemented a standardized process, reducing contract discrepancies by 90%
- Instituted revised filing system, expediting the coordination of service calls and site assessments

TRADE LOT, Administrative Assistant

May '11 - Jan '13

- Accurately verified and processed 50+ new client applications weekly
- Incorporated a new policy to contact and welcome new applicants, increasing satisfaction 60%
- Maintained strict confidentiality of all applicant information

Skills

- 70+ WPM
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Bilingual in English and Spanish
- River Tech Employee of the Year, 2016

Assistant Resume

Malik Rabb

Houston Texas | (123) 456-7891 | mrabb@email.com

Summary

Meticulous Assistant with three years' experience helping offices run smoothly.

Education

Hawaii Western

Sep '11-Jun '15

Business/Music

Experience

Cloud Clearwater, Administrative Assistant

Jul '19 - Current

- Ensures that manager's schedule remains up to date by scheduling meetings, travel time and appointments
- Helps designate appropriate travel expenses for various office clients
- Regularly updates computerized office calendar and sends reminders to office workers via email before important events
- Trained four new Administrative Assistants to ensure that proper procedure was followed

Crane & Jenkins, Secretary

Aug '15 - Jul '19

- Prepared four reports for management every week and wrote a larger company progress report once a month
- Dealt with incoming messages and emails intended for management; helped decide which messages were urgent and required greater priority
- Typed up memos, drafts and emails

Certifications

- Bachelor's Degree in Business

Skills

- Microsoft Office
- Written Communication

Designer Resume

Malik Rabb

Houston TX | (123) 456-7891 | mrabb@email.com

Summary

Highly experienced Graphic Designer with over 15 years spent collaborating with businesses in order to provide them with visuals of the highest quality.

Education

Longford Tech

Sep '99-Jun '03

Graphic Design/Art Studio

Experience

River Tech, Designer

Jul '19 - Current

- Created designs for the company on a daily basis
- Designed pamphlets that were given out to over 500 people
- Led meetings to discuss the visual marketing needs of the company

Cloud Clearwater, Designer

Aug '15 - Jul '19

- Designed five labels for canned food using Photoshop and Illustrator
- Met with management regularly in order to get feedback and show progress on designs
- Animated part of a commercial that was viewed by millions of people

Crane & Jenkins, Designer

Jan '13 - Aug '15

- Updated website with higher-quality photos and changed font to improve legibility, leading to a 16% increase in visitors
- Provided illustrations for a weekly newsletter campaign
- Sent out 10 different surveys to get feedback from customers regarding designs

Certifications

- Bachelor's Degree in Graphic Design

Skills

- Graphic Design
- Adobe Photoshop

Manager Resume

Ivy Haddington

Seattle WA | (123) 456-7891 | ihaddington@email.com

Summary

Dedicated and seasoned manager with 15 years of experience leading cutting-edge workforces while introducing progressive procedures that promote safety and reduce lost time

Education

Green Valley State

Aug '96-Jul '02

Business Administration/Communication

Experience

Crane & Jenkins, Office Supervisor

Jul '19 - Current

- Supervised the quality assurance program, leading to 20% decrease in rework saving the company \$200,000 in lost man-hours
- Introduced streamlined customer service procedures, leading to a 25% drop in man-hours to production ratio
- Scheduled training between company departments that insured the entire corporate team remained aligned with the corporate mission
- Coordinated the annual company fundraiser that raised money and collected food and supplies for needy families in the local area

River Tech, Job Site Foreman

Aug '15 - Jul '19

- Managed the training folders for all 78 employees, ensuring that their certifications matched the job description and that all were up to date
- Conducted inspections and scheduled planned maintenance on company equipment, ensuring that each machine operated up to expected standards
- Arranged one-on-one counseling sessions with all company personnel, reducing the staff turnover rate 19%

TradeLot, Store Manager

Jan '13 - Aug '15

- Implemented marketing and sales strategy, improving sales production 25%
- Conducted customer service training with all team members, which increased the walk-in capacity by 30%, leading to higher sales
- Trained all personnel on the importance of Lean Management and preventing waste among staff, saving the company 15% on operating cost

Certifications

- Real Estate License

Skills

- Data Entry
- Project Manager

Nanny Resume

Ivy Haddington

Los Angeles California | (123) 456-7891 | ihaddington@email.com

Summary

Nurturing, inventive Nanny with 15+ years of experience in organizing activity schedules, creating fun and developmental activities for children and taking on general housekeeping tasks.

Education

Longford Tech

Aug '98-Aug '02

Early Childhood Education/Wellness & Health Education

Experience

River Tech, Nanny

Jul '19 - Current

- Arrive fully prepared to administer aid for any cuts, scrapes or bruises
- Provide one-on-one care to children with social and physical disabilities
- Plan daily activity schedules with special attention to the child's likes, dislikes, needs and wants

Cloud Clearwater, Child Care Provider

Aug '15 - Jul '19

- Assumed full responsibility for the well-being of children while under my supervision
- Dressed, bathed and potty trained children and put them down for naptime
- Taught children good manners through educational activities, books and real-life examples

Crane & Jenkins, Babysitter

Jan '13 - Aug '15

- Disciplined children in alignment with the parents' rules and parenting style
- Organized and tidied the children's bedroom and play area along with the kitchen, bathroom and living room
- Completed general shopping and various errands on behalf of the parents including laundry, pet care and paying bills

Certifications

- Certified Nursing Assistant (CNA)

Skills

- Time Management
- Sales

Heavy Equipment Operator Resume

Cody Fredrickson

Newton MA | (123) 456-7891 | cfredrickson@email.com

Summary

Highly specialized and experienced Heavy Equipment Operator with 15 years of experience operating construction equipment including bulldozers, forklifts, backhoes, dump trucks, cargo trucks, and hydraulic truck cranes.

Education

Green Valley State

Aug '98-Aug '02

Heavy Equipment/Site Layout and Civil Blueprints

Experience

Retail Ocean, Senior Heavy Equipment Operator

Jul '19 - Current

- Wrecked commercial and residential structures and loadout following all OSHA safety regulations
- Operated Excavators/Loaders/Dozers as needed per supervisory guidelines
- Executed various tasks including field labor and maintenance on all heavy equipment

Cloud Clearwater, Heavy Equipment Operator

Aug '15 - Jul '19

- Maintained proper coordination with the necessary transport system while operating equipment to alleviate work disruption
- Kept abreast of new methods and techniques of operation and equipment technology
- Performed any and all repairs as mechanical issues arose to avoid project delays

Trade Lot, Construction Equipment Trainee

Jan '13 - Aug '15

- Operated jackhammers to break up concrete or pavement
- Positioned and sealed structural components, such as concrete wall sections and piping
- Consolidated and protected case-in-place concrete and other masonry structures

Certifications

- Heavy Equipment Operator

Skills

- Bobcat
- Backhoe

Customer Service Resume

Cody Fredrickson

Austin, TX | (123) 456-7891 | cfredrickson@email.com

Summary

Engaging Senior Customer Service Representative with 15+ years of experience in fast-paced call center environment. Skilled at transforming customer feedback into actionable insights that drive revenue, increase customer loyalty, and improve processes.

Education

LONGFORD TECH

Aug '00-May '04

Bachelor of Science in Psychology

Experience

RETAIL OCEAN, Senior Customer Service Representative

Jul '19 - Current

- Handle 250+ inbound calls per week, answering customer inquiries and resolving issues
- Track trends in customer feedback and collaborate with management to determine the root cause of issues
- Created 10 customer service email scripts used across the company to interact with customers

CRANE & JENKINS, Customer Service Representative

Aug '15 - Jul '19

- Answered an average of 50+ calls per day from unsatisfied customers related to delays in shipment, order mistakes, and lost orders
- Won #1 Customer Service Representative two years in a row for highest customer satisfaction ratings (25% above average)
- Revamped customer service phone scripts, raising customer survey ratings by 40%

TRADELOT, Customer Service Representative

Jan '13 - Aug '15

- Resolved over 100 customer complaints per week via phone and in-person
- Reduced average customer representative call time by 90 seconds with intuitive intranet site
- Single-handedly created customer service representative training manual, reducing onboarding process from 8 weeks to 6 weeks

Skills

- Fluent in French and Spanish
- Complaint resolution
- Service-based selling

Massage Therapist Resume

Sofia Flores

Denver CO | (123) 456-7891 | sflores@email.com

Summary

Client-focused Massage Therapist with 3+ years of experience providing relaxing and rehabilitating massage services that combine various techniques and products. Anticipates clients' needs to create a welcoming environment.

Education

LONGFORD TECH

Aug '13-May '15

Associate of Applied Science in Massage Therapy

Experience

RIVER TECH, Massage Therapist

Jul '19 - Current

- Customize each session depending on individual client's needs
- Assist rehabilitation patients with comfort and range of motion by providing deep tissue, soft tissue and muscle massage on the affected areas
- Communicate clearly with clients, taking note of tender areas or any other discomfort
- Provide 30- to 90-minute treatments, depending on suggested services

CRANE & JENKINS, Student Massage Therapist

Aug '15 - Jul '19

- Developed meaningful relationships with clients by quickly identifying their needs, communicating throughout service and recommending oils, lotions and other products
- Determined best services by consulting with client and senior massage therapists
- Created tension-free environment for clients by speaking quietly and using relaxing essential oils

Certifications

- Certified Massage Therapist

Skills

- Strong communication skills
- Swedish, deep tissue & sports massage

iOS Developer Resume

Ivy Haddington

Chicago IL | (123) 456-7891 | ihaddington@email.com

Summary

Skilled and efficient iOS Developer with 3 years of experience creating unique and modern applications available in the App Store.

Education

GREEN VALLEY STATE

Aug '10-Dec '14

Bachelor of Science in Electrical Engineering

Experience

CRANE & JENKINS, iOS Developer

Jul '19 - Current

- Write efficient, maintainable and reusable code prioritizing privacy and security
- Write technical documents, user guides and support documentation
- Adapt existing methods and procedures to create specialized solutions to intricate software problems
- Developed front-end web UI and back-end web services

RIVER TECH, Junior iOS Developer

Aug '15 - Jul '19

- Worked with scalable cloud services including Amazon S3 and Rackspace
- Added e-commerce functionality to existing applications
- Collaborated with team for architectural decisions

Certifications

- Certified iOS Developer & Certified Scrum Master

Skills

- iOS, Mac, iPhone
- Xcode

Photographer Resume

Malik Rabb

Roswell NM | (123) 456-7891 | mrabb@email.com

Summary

Reliable and design-focused Photographer with 15+ years of experience skillfully and artistically capturing important moments on film to create meaningful keepsakes. Proficient in both digital and film photography.

Education

HAWAII WESTERN

Aug '98-Dec '02

Bachelor of Arts in Photography

Experience

CRANE & JENKINS, Professional Photographer

Jul '19 - Current

- Photograph weddings, graduations and special events using both DSLR and 35mm cameras
- Artistically arrange props and lighting to create aesthetically pleasing photos
- Edit shots in Photoshop, including airbrushing blemishes, whitening teeth and adjusting contrast

TRADELOT, Wedding Photographer

Aug '15 - Jul '19

- Strategically organized lighting and decorations to capture theme and color scheme of wedding in all photographs
- Ensured quality of all images, editing in Photoshop and approving with client to appropriately document important events
- Maintained top customer services standards and professionalism, achieving recommendations and referrals from 80% of clients

Skills

- Digital & film photography

Graphic Design Resume

Ebony Moore

Columbus, OH | (123) 456-7891 | emoore@email.com

Summary

Senior Graphic Designer with 15+ years of experience managing quarter-million dollar design budgets. Specializes in strategic branding/art direction, web-ready digital content, and motion/video graphics.

Education

GREEN VALLEY STATE

Aug '98-May '02

Bachelor of Fine Arts in Painting

Experience

RIVER TECH, Senior Graphic Designer

Jul '19 - Current

- Oversaw complete rebranding for 35+ clients (logo, typography, website design, packaging), managing budgets of up to \$250,000
- Guide the creation and execution of marketing materials, balancing the overall company strategic direction with day-to-day tasks
- Deliver 2 presentations per month for clients and stakeholders on design strategy and direction
- Developed comprehensive company style guide and UI toolkits from the ground up

CLOUD CLEARWATER, Graphic Designer

Aug '15 - Jul '19

- Collaborated with 8-person graphic design team to create large-scale projects for Fortune 500 clients
- Designed and delivered production-ready digital content using HTML and CSS
- Implemented and drove A/B testing process for web content, increasing lead generation by 15%
- Created and animated 3D motion graphics for local TV commercials

TRADELOT, Graphic Designer

Jan '13 - Aug '15

- Revamped ads for local businesses, increasing brand exposure and improving revenue
- Created logo prototypes and mockups for newsletters/flyers for key clients
- Established successful graphic design internship program, mentoring 10+ graphic design interns

Skills

- Adobe Creative Suite (Photoshop, InDesign, Illustrator)
- Photography and video editing
- HTML/CSS and WordPress
- Motion animation

Research Assistant Resume

Cody Fredrickson

Houston TX | (123) 456-7891 | cfredrickson@email.com

Summary

Enthusiastic, self-motivated Research Assistant with 15+ years of experience leveraging molecular and cellular biology techniques to analyze data and perform complex studies, specifically in cancer and endothelial cell research.

Education

HAWAII WESTERN

Aug '11-May '13

Master of Science in Biochemistry

Experience

TRADELOT, Senior Research Assistant

Jul '19 - Current

- Directly supervise 5 lab assistants and 2 undergraduate research assistants
- Presented research findings on the role of Krüppel-like Factor 2 (KLF2) in regulating endothelial thrombotic function to 350+ scientists/researchers at a national conference
- Perform aseptic survival surgery on mice, providing post-op care, follow-up treatment and retro-orbital injections

CRANE & JENKINS, Research Assistant

Aug '15 - Jul '19

- Assisted Dr. Ebony Moore in researching novel anticancer methods, drugs and techniques; co-authored peer-reviewed article on mechanisms behind hormone-related cancers
- Trained 15+ lab workers in research methods, biosafety and hazardous materials handling protocols, ensuring compliance with regulatory requirements and best practices
- Executed large-scale purification and testing of monoclonal antibodies; performed quality control tests for assay development

Certifications

- Clinical Research Associate (CRA) Certification

Skills

- Experienced in animal procedures

Teacher Resume

Sofia Flores

Chicago, IL | (123) 456-7891 | sflores@email.com

Summary

Energetic elementary teacher with 15+ years of experience delivering engaging lessons. Driven to engage reluctant learners, foster communication with parents, and collaborate with fellow teachers.

Education

Coral Springs University

Aug '97-May '01

Bachelor of Science in Elementary Education, Minor in Mathematics Education

Experience

River Tech Elementary, Lead Fifth Grade Teacher

Jul '19 - Current

- Direct a team of fifth-grade teachers to ensure consistent curriculum and foster an atmosphere of teamwork that draws on teachers' strengths
- Oversee student activities including classroom learning, lunch, recess, and bus pickup and drop-off
- Coordinate individualized educational experiences for up to 30 students and facilitate small group experiences to deliver appropriate content for students' educational levels
- Work with parents and school staff to design, adjust, and apply IEPs for students with special needs
- Spearheaded committee to select and implement new reading and literacy curriculum for lowest-scoring upper elementary students

River Tech Elementary, Third Grade Teacher

Aug '15 - Jul '19

- Designed a positive reinforcement program for behavior modification that was adopted as a school-wide program in its second year
- Coordinated author visits to grow students' love of literacy and encourage them to consider career paths relating to writing or publishing
- Managed student activities related to classroom learning, homework, and before-school care and headed after-school enrichment programs
- Improved school breakfast and lunch menus through a committee that explored the relationship between nutrition and classroom performance
- In a district of 225 teachers, received recognition as District Teacher of the Year for the '12-'13 school year

Hawaii Western Elementary, Fourth Grade Teacher

Jan '13 - Aug '15

- Coordinated daily classroom activities for students to ensure a well-rounded education in math, language arts, science, social studies, and fine arts
- Influenced the decision to create an overnight camping program for all fourth-grade students in the spring of each school year
- Championed the practice of gentle morning exercises and meditation to help students prepare their bodies and minds for the school day
- Consistently improved test scores by at least 25 percent from the beginning of the school year to the end of the year
- Developed a classroom helper program in which fourth- and fifth-grade students could work one on one with students in lower grades

Hawaii Western Elementary, Substitute Teacher

May '11 - Jan '13

- Filled in for regular classroom teachers throughout the district and implemented the lessons that they provided
- Using provided resources, designed curriculum-appropriate lessons on the spot when regular teachers were unable to leave plans
- Gained experience in a variety of classrooms, including music, art, physical education, special education, computer, and reading assistance classes
- Served a long-term substitute position in a fourth-grade classroom from Jan '02-Mar '02 and covered all lesson planning and grading responsibilities
- Worked with school administration to simplify the process for scheduling substitute teachers

Skills

- Proficient in Google Classroom, record keeping, parent-teacher communication

Electrical Engineering Resume

Sofia Flores

Miami FL | (123) 456-7891 | sflores@email.com

Summary

Detail-oriented Electrical Engineer with 15 years of experience managing development of digital-analog PLC design. Overseeing maintenance, repair and installation on electrical and networking systems.

Education

Coral Springs University

Dec '04-Jun '08

Electrical Engineering / Networking

Experience

Crane & Jenkins , Electrical

Jul '19 - Current

- Hardware networking systems installations for a professional campus of 5 different buildings
- Responded effectively to technical calls, reducing turnaround time for resolving outages by 5% over 3 years
- Power consumption guidelines and EMF compliance rating improved by 5 points over the course of 3 years
- Repaired company machinery reducing equipment expenses by \$25,000

TradeLot , Electrical

Aug '15 - Jul '19

- Assisted with major electrical upgrades for 30% of the facility
- Repaired 5,000 square feet of infrastructure using EDM
- Conducted electrical upgrades, improving workplace safety ratings by 5 points

River Tech , Networking

Jan '13 - Aug '15

- Performed over 1,000 hardware installations for business networking
- Upgraded electrical systems to accommodate networking fiber optics over a 3-mile radius
- Managed team of 5 IT professionals working in network security

Certifications

- Bachelor of Science

Skills

- Python
- Project Management

Civil Engineer Resume

Sofia Flores

Charlotte, NC | (123) 456-7891 | sflores@email.com

Summary

Civil Engineer with 3+ years of experience planning solutions for multi-story buildings, leveraging computer drafting, research and analysis, and cost estimation with a focus on safety and environmental concerns.

Education

Northwest Vermont University

Aug '10-May '14

Bachelor of Science in Civil Engineering, Minor in Architecture

Experience

Cloud Clearwater, Civil Engineer

Jul '19 - Current

- Developed successful plan to renovate deteriorating bridge with a budget of \$200,000
- Inspect and test construction sites and materials, including soil erosion, elevation, asphalt, and concrete, and perform environmental sampling
- Perform risk analysis for each stage of the construction process, ensuring that safety is the top concern

River Tech, Civil Engineer

Aug '15 - Jul '19

- Gathered requirements for key government projects, including roadway designs, bridge replacements, and traffic congestion solutions
- Prepared accurate cost estimates for the Cedar Valley Hotel building project
- Received prestigious award for discovering critical safety issues with 2 buildings

Crane & Jenkins, Civil Engineering Intern

Jan '13 - Aug '15

- Drafted topographic surveys and analyzed blueprints and maps to help plan projects
- Visited project sites (office building and dorm renovation) during construction
- Shadowed other engineers and aided with pavement design using AutoCAD Civil 3D

Skills

- AutoCAD
- ArcGIS
- Data analysis
- Microsoft Excel

Chemist Resume

Ebony Moore

St. Paul MN | (123) 456-7891 | emoore@email.com

Summary

Well-qualified chemist with 15 years of experience and the ability to evaluate formulas to ensure solutions based on years of expertise, innovation and advanced analytical capabilities to help customers optimize return on cargoes and resolve difficult technical challenges.

Education

Northwest Vermont University

Aug '98-Aug '02

Chemistry/Physical Science

Experience

RiverTech, Senior Chemist

Jul '19 - Current

- Analyzed short and long-term alternative benefits of potential chemical process upgrades to choose the most cost-efficient alternative
- Consistently demonstrated success in bringing products from concept (R&D stage) to manufacturing and commercialization
- Ensured that approved processes were carried out according to cGMP guidelines and properly documented
- Created and carried out audit production and cleaning records related to production and in accordance with regulatory requirements

Crane & Jenkins BioTech, Lab Assistant

Aug '15 - Jul '19

- Prepared and ed laboratory health and safety reports at monthly meetings
- Ensured instruments and equipment were appropriately maintained

Cloud Clearwater, Lab Technician

Jan '13 - Aug '15

- Assisted in prioritizing the analysis procedures to accommodate daily rushes and problem-solves issues
- Monitored TAT specifications required by the client and ensured analysis of samples within holding time requirements
- Followed standard operating procedures when conducting sample preparation and procedures prior to analyses

Skills

- Systems Analysis
- Operations Analysis

Process Engineer Resume

Ebony Moore

St. Paul MN | (123) 456-7891 | emoore@email.com

Summary

Well-qualified Process Engineer with 15 years of experience in industrial plant process control systems, including programming and technical support. Responsibilities also include development, design, and maintenance of process control hardware and software.

Education

Northwest Vermont University

Aug '98-Aug '02

Industrial Engineering/Manufacturing Engineering

Experience

Crane & Jenkins Manufacturing, Senior Process Engineer

Jul '19 - Current

- Analyzing short and long-term hardware and software equipment and components to avoid production delays
- Assessing instrumentation requirements and designing the appropriate and cost-effective technical solutions
- Providing oral and written communication regarding interfaces operations managers and departmental staff
- Support for manufacturing personnel through monitoring of control systems

TradeLot Technologies and Manufacturing, Assistant Process Engineer

Aug '15 - Jul '19

- Supported production hardware and software applications for SCADA systems
- Led monthly meetings to findings on productivity analysis, layout analysis, and material flow

Retail Ocean, Process Engineer Clerk

Jan '13 - Aug '15

- Assisted the process engineering department on all workflow projects including process documentation
- In charge of data administration for lean manufacturing projects and 5S production workflow projects
- Primary support for all production hardware and software applications

Certifications

- SMTA

Skills

- Data Analysis
- Process Engineering

Software Engineer Resume

Ebony Moore

Seattle, WA | (123) 456-7891 | emoore@email.com

Summary

Skilled and results-oriented Software Engineer with more than 15 years of experience working in a variety of environments with a breadth of programs and technologies.

Education

Green Valley State

Aug '99-Dec '02

Bachelor of Science in Computer Science

Experience

River Tech, Senior Software Engineer

Jul '19 - Current

- Identify and solve software issues in C++ and SQL in Unix and Linux environments
- Integrate code changes, test code changes, and document code changes
- Develop automation scripts to test storage appliances in Python
- Develop base framework with Java, JSP, Struts, CSS, HTML, JavaScript, Oracle, and MS SQL Server
- Practice agile development methodologies and work with current networking technologies

Tradelot, Software Tech Lead

Aug '15 - Jul '19

- Developed Perl and PHP scripts to translate data between applications
- Wrote, modified, and debugged software for clients
- Created and deployed web pages with HTML, JSP, JavaScript, and CSS
- Wrote Python scripts to load data and parse XML documents

Retail Ocean, Software Engineer

Jan '13 - Aug '15

- Developed code to complete assigned project by deadline
- Used Hadoop to build a scalable distributed data solution
- Utilized Python on Django web framework with Git to develop various front-end and back-end modules

Skills

- U.S. Dept. of Defence Top Secret Clearance
- Certified Scrum Master
- Cisco Certified Network Professional Routing and Switching
- Cisco Certified Network Professional Security

Accountant Resume

Ebony Moore

Seattle, WA | (123) 456-7891 | emoore@email.com

Summary

Experienced and adaptable Accountant with more than 15 years of experience building client relationships by prioritizing accuracy and trustworthiness.

Education

Hawaii Western

Aug '99-Dec '02

Bachelor of Science in Business Administration

Experience

Cloud Clearwater, Senior Accountant

Jul '19 - Current

- Coordinate with external auditors during audit period
- Recommend solutions to complex accounting functions
- Review detailed quarterly and annual financial reports with analysis for submission to executives
- Responsible for year-end close and accounts reconciliations
- Prepare comparative analysis of department budget and expenses

Crane & Jenkins, Accounting Clerk

Aug '15 - Jul '19

- Developed and maintained positive relationships with clients
- Performed monthly bank reconciliations to various cash accounts
- Handled sensitive information in discrete and careful manner
- Processed check-run and daily bank deposits

Retail Ocean, Accountant

Jan '13 - Aug '15

- Responsible for monthly reconciliation of cash accounts
- Reviewed financial statements
- Prepared and monitored budget

Skills

- Certified Public Accountant (CPA) License
- QuickBooks
- FRx Reporting
- Microsoft Dynamics
- Accounts Payable, Accounts Receivable, & Payroll
- Full Cycle Accounting

Financial Advisor Resume

Sofia Flores

Detroit MI | (123) 456-7891 | sflores@email.com

Summary

Determined Financial Advisor with 3+ years of experience dedicated to advising clients on investment opportunities that best suit their personal financial goals based on careful research.

Education

CORAL SPRINGS UNIVERSITY

Aug '10-Dec '14

Bachelor of Arts in Finance

Experience

CRANE & JENKINS, Financial Advisor

Jul '19 - Current

- Carefully evaluate financial status and outline goals of 50+ clients in order to best determine proper investment, debt management and insurance decisions
- Advise clients on risks and benefits of each opportunity, providing documentation and thoughtfully addressing questions and concerns
- Maintain top client satisfaction rates (~85%) by developing meaningful relationships
- Stay up-to-date with current economic climate to best serve clients' needs

CLOUD CLEARWATER, Financial Advisor Intern

Aug '15 - Jul '19

- Researched investment opportunities to help match client needs, updating senior advisors on findings in weekly meetings
- Created potential client portfolios based on research
- Helped prepare detailed documentation on services to help clients better understand investments

Certifications

- Certified Financial Planner (CFP)

Skills

- Financial analysis
- Proficient in Microsoft Office

Chef Resume

Sofia Flores

Manhattan NY | (123) 456-7891 | sflores@email.com

Summary

Business savvy, detail-oriented Chef with 15+ years of experience maintaining high food-quality standards, regulating and optimizing the flow of the kitchen and motivating the kitchen staff to consistently perform with excellence

Education

Longford Tech

Aug '98-Aug '02

Culinary Arts/Restaurant Management

Experience

River Tech, Head Chef

Jul '19 - Current

- Spearheaded the renovation of a 160+ seat upscale restaurant that increased the number of reservations by 62%
- Determines the ation of food displays, making certain to match a modern aesthetic and stay in line with current industry trends
- Regularly inspects completed dishes for ation and quality before they were released to restaurant guests
- Conducts monthly meetings with kitchen staff, waitstaff and management to determine optimal utilization of tools, resources and budget

Cloud Clearwater, Sous Chef

Aug '15 - Jul '19

- Periodically monitored staff levels to ensure the restaurant had appropriate coverage at all times
- Collaborated with fellow chefs over the course of five months to modify and update menu items, which ultimately reduced food costs by 37%

Crane & Jenkins, Chef de Partie

Jan '13 - Aug '15

- Operated within the restaurant's profit margins by tracking waste and portion control
- Independently oversaw the appropriate preparation and ation of vegetables, sauces and fish dishes
- Ensured each cooking station had the correct amount of supplies and that they were in total compliance with strict health and food safety regulations

Certifications

- Food Manager Certification

Skills

- MS Office
- Chef

Recruiter Resume

Sofia Flores

Honolulu HI | (123) 456-7891 | sflores@email.com

Summary

Decisive, strategic Recruiter with 3+ years of experience targeting top talent. Leverages metrics and modern methods to seamlessly fill high-priority positions, improve processes and build a strong employer brand.

Education

HAWAII WESTERN

Aug '10-May '14

Bachelor of Science in Business Administration

Experience

TRADELOT, Recruiter

Jul '19 - Current

- Strategically develop and implement recruiting plans for organization with 2K+ employees
- Collaborate with management team to attract, identify and place qualified candidates for established roles critical to operational success
- Pioneered college recruitment program and coordinate annual visits to universities statewide
- Develop relationships with and routinely contact industry leaders to share open job positions; filled CTO role within 2 weeks

RETAIL OCEAN, Recruiter

Aug '15 - Jul '19

-
- Evaluated source of hire metrics and proposed improved strategies to source candidates via social media, career webpage and job boards; decreased time to hire by 5 days in 2 months
- Improved quality of hire with comprehensive job role descriptions, requirements and qualifications

Certifications

- SHRM Certified Professional

Skills

- Microsoft Outlook, Excel & PowerPoint
- College Recruitment

IT Resume

Cory Fredrickson

Pittsburgh PA | (123) 456-7891 | cfredrickson@email.com

Summary

A candidate who is an independent thinker in IT with a minimum 15 years' experience in the field who can provide installation, maintenance and design support for LAN, WAN, Firewall and Wireless technology infrastructures.

Education

Green Valley State

Aug '98-Aug '02

Computer Software Systems/Computer Programming

Experience

River Tech, IT

Jul '19 - Current

- Advise upper management on technical direction, project timelines and budget planning
- Apply periodic updates and security patches as needed
- Implement network solutions in line with company rules and standards
- Perform necessary VPN troubleshooting, monitoring, deployment and administration activities

Crane & Jenkins, Senior IT

Aug '15 - Jul '19

- Conducted scheduled audits on PCI and internal compliance and regulatory requirements
- Worked with multiple company locations to complete a computer refresh project to company satisfaction
- Provided customers with coherent and concise digital options at every touchpoint

TradeLot, IT Intern

Jan '13 - Aug '15

- Assisted in executing operational strategies for hardware/software product roadmaps
- Recorded customer requests in the MTF specific web-based helpdesk and sales tracking application
- Prioritized problems and informed appropriate manager or technician when it was an urgent issue

Certifications

- Project Management Professional

Skills

- Training
- Data Entry

Java Developer Resume

Cody Fredrickson

Atlanta GA | (123) 456-7891 | cfredrickson@email.com

Summary

Skilled Java Developer with 3+ years of experience in the full SDLC creating dynamic web applications. Updates functionality based on customer requirements to ensure excellent user experience.

Education

HAWAII WESTERN

Aug '10-Dec '14

Bachelor of Science in Computer Science

Experience

CRANE & JENKINS, Java Developer

Jul '19 - Current

- Write JSP and Servlets to add functionality to web application based on customer requirements
- Develop UIs with JSP, JavaScript, HTML and CSS
- Use J2EE design patterns to create application, including utilizing EJB for business logic
- Create and execute test cases in JUnit for unit testing of application

CLOUD CLEARWATER, Java Developer Intern

Aug '15 - Jul '19

- Developed new application and added functionality to existing applications using Java/J2EE technologies
- Wrote SQL queries to retrieve data from the database using JDBC
- Utilized frameworks such as Hibernate and Spring for persistence and application layers

Skills

- Java/J2EE (expert), HTML/CSS (expert), AngularJS (moderate), SQL (beginner)
- Agile methodologies

Attorney Resume

Ebony Moore

Tampa FL | (123) 456-7891 | emoore@email.com

Summary

Skilled Attorney in good standing with 3+ years of experience conducting thorough legal research and defending clients in medical malpractice and premises liability trials. Organized and logical professional who clearly presents expertly supported evidence to resolve cases and negotiate settlements.

Education

CORAL SPRINGS UNIVERSITY

Aug '10-May '14

Juris Doctor

Experience

CRANE & JENKINS, Attorney

Jul '19 - Current

- Practice in the areas of medical malpractice, professional liability, and premises liability defense
- Meet with medical experts, witnesses, and clients to prepare testimony for trial
- Perform extensive legal and medical research to prepare for litigation and write detailed legal briefs
- Conduct mediations and negotiate settlements

TRADELOT, Legal Intern

Aug '15 - Jul '19

- Assisted attorneys with legal research and drafting detailed documents for general liability cases
- Served as translator for meetings with Spanish-speaking clients, gaining experience in initial consultation procedure
- Sat in on hearings and settlements with managing attorney

Certifications

- Florida Bar Board Certified

Skills

- Proficient in legal research & LexisNexis
- Public speaking

Welder Resume

Ivy Haddington

Dallas TX | (123) 456-7891 | ihaddington@email.com

Summary

Detail-oriented Welder with 3+ years of experience delivering quality metal products while maintaining a clean and safe work environment. Skilled at quickly interpreting blueprints to assemble structures according to specifications.

Education

CORAL SPRINGS UNIVERSITY

Aug '12-May '14

Associate of Applied Science in Welding Technology

Experience

RIVER TECH, Welder

Jul '19 - Current

- Interpret blueprints and CAD drawings for steel structures in major construction projects lasting 6+ months
- Fabricate and lay out items in proper structure, identifying proper procedure for welding each connection
- Safely use MIG & FCAW welder to fuse stainless steel and aluminum pieces
- Test welds to ensure stability and quality after each project, taking care to fix any weak structure to prevent safety hazards

CRANE & JENKINS, Welder

Aug '15 - Jul '19

- Used blueprints as a guide to fabricate mild and stainless steel piping structures
- Managed equipment and materials safely, including setting up parts on welding table and effectively using MIG welder
- Carefully inspected all finished parts to ensure compliance with all regulations, making adjustments and repairs as needed with SMAW welder

Certifications

- Certified Welder

Skills

- Blueprint interpretation
- Fabrication

Machine Operator Resume

Ivy Haddington

Burlington VT | (123) 456-7891 | ihaddington@email.com

Summary

Skilled Machine Operator with 15+ years of experience monitoring and optimizing the operation of CNC machines. Ensures safety of entire production crew through regular machine maintenance.

Education

NORTHWEST VERMONT UNIVERSITY

Aug '01-May '03

Associate of Applied Science in Heavy Equipment Technology

Experience

CRANE & JENKINS, Machine Operation Supervisor

Jul '19 - Current

- Run air test each morning, ensuring CNC machine is operating correctly before feeding materials
- Load heavy materials (sheet metal) onto machines safely and efficiently, ensuring proper placement before starting production
- Carefully monitor machine operation during production cycle, logging speed, positioning and feed rate

TRADELOT, Machine Operator

Aug '15 - Jul '19

- Operated milling, laser cutting and router machines and implemented regular safety procedure meetings to prevent injury
- Monitored machine performance (speed, feed rate & temperature) throughout production cycle
- Performed random quality checks of products off the line

Certifications

- CNC Machine Operator Certified

Skills

- Machine operation & maintenance

Marketing Resume

Ebony Moore

Houston TX | (123) 456 7891 | emoore@email.com

Summary

Diligent and organized Marketing Agent with 15 years of experience creating brands and breaking ground in new markets that result in tremendous corporate sales.

Education

Green Valley State

Aug '98-Jun '02

Sale and Marketing/Communication

Experience

Crane & Jenkins, Junior Marketing Executive

Jul '19 - Current

- Conducts research and applies the information to each department, ensuring they understand how the analysis breaks down to their segment of the market
- Promotes annual corporate event featuring long-standing clients and future affiliates, maintaining a strong customer relations bond, resulting in 53% increase in client satisfaction
- Opens new markets with a diverse hiring process and promotes diversity from within the organization
- Participates in budget management, keeping department finances in a healthy place for future investments

River Tech, Marketing Agent

Aug '15 - Jul '19

- Used available data to study market trends and create ations for senior executives
- Conducted research to determine where company presence is needed in regards to seminars, conventions and annual meetings

Cloud Clearwater, Senior Marketing Executive

Jan '13 - Aug '15

- Maintained a formidable marketing department through recruiting efforts, keeping the unit appropriately staffed for all occasions
- Developed marketing staff by evaluating applicant resumes and ensuring personalities matched current corporate work environment
- Maintained personal knowledge and expertise by attending seminars and educational workshops related to job responsibilities

Skills

- Manager
- Illustrator

Social Media Intern Resume

Malik Rabb

Austin TX | (123) 456-7891 | mrabb@email.com

Summary

Enthusiastic team player with 15+ years of experience creating original content for blogs, forums and groups, managing social media accounts for several upcoming brands and analyzing the online behaviors of trends of internet users.

Education

Longford Tech

Aug '98-Aug '02

Marketing/Digital Communication

Experience

River Tech, Social Media Intern

Jul '19 - Current

- Collaborated with the Social Media Manager to generate and execute 10 digital media campaigns
- Scheduled and maintained a daily and monthly blogging calendar
- Utilized analytical tools, such as Tweriod and Klout, to measure the appeal of published content
- Set up and managed Pinterest and Flickr accounts, ensuring photos were engaging and relevant

Cloud Clearwater, Social Media Strategist

Aug '15 - Jul '19

- Collaborated with a team of influencers and videographers to post biweekly YouTube videos
- Promoted newly posted digital content, such as a blog entry, by reposting to groups and forums
- Determined and monitored primary industry bloggers, influencers and journalists using search tools such as Technorati

Crane & Jenkins, Brand Ambassador

Jan '13 - Aug '15

- Monitored the content and blog posts of competitors using Google Reader
- Created inbound SEO links that increased company revenue by 67%
- Brainstormed with marketing directors to create original content and digital campaigns for YouTube, Instagram, Facebook and Pinterest

Certifications

- Advanced Social Advertising

Skills

- Facebook Insights
- Social Media Analytics

Dental Assistant Resume

Ebony Moore

Boston MA | (123) 456-7891 | emoore@email.com

Summary

Team-oriented Dental Assistant with excellent hand-eye coordination and attention to detail. Bringing 15+ years' experience of providing support for dental procedures by performing x-rays, completing basic exams and prepping for cleanings and surgeries.

Education

Northwest Vermont University

Oct '14-Jun '16

Dental Assisting/Anatomy

Experience

Cloud Clearwater, Dental Assistant

Jul '19 - Current

- Administering fluoride, bleaching agent, and sealants during routine procedures
- Managing routine sanitation protocols, the running of thorough tests, and the disinfection of the entire office
- Attended over 100 oral procedures and assisted with monitoring patients' blood pressure, heart rate and observable response to medication
- Performed x-rays for over 200 patients and managed data spreadsheets for radiology analysis

Crane & Jenkins, Dental Assistant

Aug '15 - Jul '19

- Attended quarterly workshops identifying nuanced protocols for cleaning, sanitizing, and properly maintaining dental equipment
- Assisted with over 50 oral surgeries by prepping equipment and medications and reassuring the patient
- Trained five dental assistant employees

TradeLot, Receptionist

Jan '13 - Aug '15

- Assisted with filing and upgrading database for entire dental office
- Handled inventory and ordering for all surgical equipment and supplies totaling \$70M
- Managed patient intake by interviewing and filing patient information for dentist referral for over 100 patients

Certifications

- Associate of Science

Skills

- Dental Impressions
- Handling Sensitive Dental Materials

Registered Nurse Resume

Cody Fredrickson

Seattle, WA | (123) 456-7891 | cfredrickson@email.com

Summary

Highly skilled Nurse with 3 years of practical experience performing accurate and careful work in the healthcare industry.

Education

NORTHWEST VERMONT UNIVERSITY

Aug '10-May '14

Bachelor of Science in Nursing

Experience

CRANE & JENKINS, Registered Nurse

Jul '19 - Current

- Assess patients requiring rehabilitative services
- Coordinate multidisciplinary rehabilitative care
- Responsible for wound and drain management
- Skillfully utilize medical diagnostic equipment, as well as instruments and supplies required for blood tests and infusion therapy
- Prepare equipment and assisted physicians during examinations and treatments

CLOUD CLEARWATER, Registered Nurse

Aug '15 - Jul '19

- Recorded all patient and care information accurately
- Established and maintained cooperative relationships with patients, peers, and physicians
- Utilized computer equipment to monitor vital information
- Assessed patient data and administered medications, treatments, and therapy

Certifications

- Advanced Cardiovascular Life Support (ACLS) Certification, Basic Life Support (BLS) Certification, Advanced Burn Life Support (ABLS) Certification

Skills

- Multitasking
- Teamwork
- Attention to Detail

Cashier Resume

Sofia Flores

Phoenix, AZ | (123) 456-7891 | sflores@email.com

Summary

Focused and efficient Cashier with more than 15 years of experience leading with strong customer service to achieve successful operations and good work environment.

Education

Coral Springs University

Aug '99-Dec '02

Bachelor of Arts in Marketing

Experience

Retail Ocean, Shift Lead/Cashier

Jul '19 - Current

- Strategically plan ahead according to high traffic times of day
- Manage shift assignments
- Handle register during high pressure
- Greet customers and resolve customer inquiries
- Conduct all transactions involving gift cards, refunds, and store credit
- Answer store phone calls and offer assistance accordingly

Cloud Clearwater, Cashier/Sales Associate

Aug '15 - Jul '19

- Developed positive relations with customers
- Handled cash and card operations
- Greeted customers upon arrival
- Answered store phone calls
- Responsible for dismantling, organizing, and cleaning register station after close

Trade Lot, Cashier

Jan '13 - Aug '15

- Greeted customers at arrival and offered assistance
- Satisfied customer requests
- Handled cash and card operations

Skills

- Clover POS System and Square
- Time Management and Scheduling
- Customer Service and Conflict Management
- Inventory

Safety Manager Resume

Sofia Flores

Hartford CT | (123) 456-7891 | sflores@email.com

Summary

An effective and highly trained Safety Manager with 15 years' experience overseeing safety teams and facilitating monthly safety meetings at multiple job sites to maintain an optimally safe working environment. Utilizes knowledge of safety policies to ensure alignment with current state and federal regulations. Makes required changes and develops response strategies to keep safety risks to a minimum. Communicates safety metrics to on-site managers and instructs them on how to improve.

Education

Green Valley State

Aug '98-Aug '02

Corporate Safety Management/Safety Management I & II

Experience

Smith & Jones, Safety Manager

Jul '19 - Current

- Provides technical advice, coaching, guidance and mentoring to employees on following safety initiatives and making necessary changes
- Controls hazardous working conditions through site visits, resulting in the training of all supervisory personnel as needed
- Developed a safety-sustainability program with an annual goal of reducing on-site hazards

TradeLot Company, Safety Manager

Aug '15 - Jul '19

- Developed, tracked, and communicated safety metrics to all necessary stakeholders to ensure compliance with new standards
- Maintained monthly logbook violations, researched missing logs audits and trained any employees who were not in compliance
- Researched and assigned personal protective equipment based on employee exposure in conjunction with comprehensive regulatory training

Cloud Clearwater Industries, Assistant Safety Manager

Jan '13 - Aug '15

- Coordinated driver safety and training program
- Assisted in investigating accidents to determine causes and install preventive measures
- Piloted working groups aimed at continuous improvement using lean manufacturing methodology

Certifications

- Certificate in Safety Management (CSM)

Skills

- Training and Development
- Risk Management