

JOE SMITH

5555 Lakewood Road
Dallas, TX 55555
Joe@gmail.com

PROFESSIONAL SUMMARY

I am a hardworking, dependable individual who thrives in a fast-paced environment. I work well individually and in a team. I take pride in my work and am willing to show up early or stay late if necessary to get the job done in a timely manner. I have a positive attitude and choose to see challenges as opportunities. Producing quality work is important to me, and I am open to coaching and feedback.

SKILLS

- Fluent in English and Spanish
- Known problem-solver
- Experience in Shipping and Receiving
- Familiar with Safety Protocol
- Attention to detail
- Flexible with tasks and responsibilities
- Understanding of task management
- Strong organizational skills

EMPLOYMENT

Sandwiches and More, Dallas, TX - Line Cook

JANUARY 2008 - JUNE 2010

- Prepared and packaged deli items.
- Provided customer service and welcomed customers in a friendly, courteous manner.
- Maintained a clean and organized service area.

EDUCATION

New Heights High School, Dallas, TX - High School Diploma

MAY 1968

CERTIFICATIONS

Employment Readiness, Dallas, TX - Certification Received

FEBRUARY 2012

Career Readiness, Dallas, TX - Course Completed

APRIL 2013

BRYAN JOHNSON

WAREHOUSE MANUFACTURING

I am Occupational Safety and Health Administration (OSHA) certified seeking a full-time position, where I can apply my experience and skills for continuous improvement.

SKILLS

- Occupational Safety and Health Administration (OSHA) certified on liquified petroleum (LP) forklift.
 - Knowledge and experience using various pneumatic hand tools, including a nail and staple gun.
 - Experience operating an overhead hoist.
 - Able to cut lumber to specific lengths and build custom skids and crates to ship products properly.
 - Able to metal inert gas (MIG) weld and use an acetylene torch.
 - Knowledge of work orders, inventory, and shipping and receiving procedures.
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EMPLOYMENT

CRESCENT CORPORATION WAREHOUSE

November 2018-Present

- Assemble display cases for distribution.
- Use hand tools, pneumatic tools, forklift, and manual pallet jack to perform duties.

SHOP'N SAVE

August 2014-July 2017

- Unloaded delivery trucks and stocked shelves.
 - Used stand up forklift to properly place pallets in warehouse.
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EDUCATION

PEKIN COMMUNITY HIGH SCHOOL

Pekin, IL

High School Diploma | 1995-1999

CONTACT

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(555) 555-555
Chicago, IL

ALEX RUIZ

555-555-5555 · Aru1994@gmail.com · Philadelphia, PA

OBJECTIVE

Obtain a position as a Addiction Counselor or Medical Assistant to apply my experience, skills, and abilities towards a rewarding career. Establish myself with a reputable company, while continuing my education through job training and certification.

PROFESSIONAL EXPERIENCE

Specialty Pain Management Medical Technician

June 2014- May 2018

Responsibilities:

- Assisted with in-office sterilization and procedures.
- Checked vitals and documented charting information.
- Collected urine analysis.
- Received authorizations and managed patient scheduling.

Gilbert My Dr. Now Family Practice Medical Tech/Receptionist

August 2010 - May 2014

Responsibilities:

- Performed constant vital checks of patients.
- Performed IV setup and blood draws.
- Prepared patients for electrocardiogram (EKG).
- Orthopedic casting/splinting.
- Collected urine analysis.

Advanced Foot & Ankle Nurse Assistant

December 2008- June 2010

Responsibilities:

- Performed orthopedic casting and splinting.
 - Monitored patient vitals.
 - Received patient authorizations.
 - Scheduled procedures.
 - Performed in-office billing processes.
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EDUCATION

Rio Salado College

Addiction Counselor Level I

May 2019 - January 2022

Apollo College

Medical Assistant Certification

May 2007 - June 2009

General Education Development Diploma

May 2006

ADAM THOMAS

CONTACT

- 555-555-5555
- ATLakewood@gmail.com
- Stockton, CA

PROFESSIONAL SUMMARY

Reliable and dedicated general laborer with 10 years of experience. Logistics professional well-versed in warehouse operations, logistics, and materials management.

Seeking a position with a company that will allow me to demonstrate my knowledge and abilities to get the job done in a timely manner.

EDUCATION

Franklin High School
Stockton, CA
1980 - 1984
High School Diploma

Laborer's Local 185
Stockton, CA
CALPI Career Technical Education

WORK EXPERIENCE

Laborer

Diamond Walnut, Stockton, CA January 2016 - June 2019

- Loaded materials and products into package processing equipment.
- Recorded product, packaging, and order information on specified forms and records.
- Measured, weighed, and counted products and materials.
- Marked and labeled containers, container tags, and products using marking tools.
- Placed and poured products or materials into containers using hand tools and equipment.
- Removed completed or defective products or materials, placing them on moving equipment.
- Assembled line and pad cartons, crates, and containers using hand tools.

General Laborer

Labor Ready, Stockton, CA February 2012 - May 2015

- Recorded numbers of units handled or moved using daily production sheets.
- Moved freight, stock, and other materials to and from storage and production areas.
- Sorted cargo before loading and unloading.
- Assembled product containers using hand tools and precut lumber.
- Packed containers and re-packed damaged containers.
- Performed general construction duties including sweeping, digging trenches, and drywall repair.
- Sorted and stacked boxes in warehouses and other storage facilities.

Sorter

Sara Lee Company, Stockton, CA May 2006 - September 2011

- Sorted and discarded products not meeting specifications.
- Discussed inspection results with those responsible for products.
- Recorded inspection or test data, such as weights, temperatures, grades, or moisture content.
- Marked items with details such as grade or acceptance-rejection status.
- Cleaned and disinfected machinery and equipment.
- Stacked bread onto pallets, utilizing a forklift when necessary.
- Miscellaneous duties included sweeping and other labor activities.