

# JOB RELATED SKILLS FORM

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone(s): \_\_\_\_\_ e-mail address: \_\_\_\_\_

Objective: \_\_\_\_\_  
 \_\_\_\_\_

**PROFILE: (Check up to six)**

- Reliable and punctual with an excellent attendance record
- Flexible and willing to assume additional responsibilities
- Able to work independently or in a team-oriented environment
- Maintain a positive, professional attitude with customers
- Dedicated to achieving personal and professional goals
- Problem solver with the ability to prioritize tasks
- Excellent written and oral communication skills
- Quick learner
- Bilingual - able to conduct business in both \_\_\_\_\_ and English
- Enthusiastic and enjoy meeting new people
- Strong interest in helping and working with others
- Motivated to learn new skills through on-the-job training
- Well-organized and detail minded
- Strong mechanical aptitude
- Other: \_\_\_\_\_  
 \_\_\_\_\_

**Work History: List most recent job first:**

1  
 EMPLOYER'S NAME: \_\_\_\_\_  
 CITY STATE \_\_\_\_\_  
 EMPLOYMENT DATES: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_

2  
 EMPLOYER'S NAME: \_\_\_\_\_  
 CITY STATE \_\_\_\_\_  
 EMPLOYMENT DATES: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_

3  
 EMPLOYER'S NAME: \_\_\_\_\_  
 CITY STATE \_\_\_\_\_  
 EMPLOYMENT DATES: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_

4  
 EMPLOYER'S NAME: \_\_\_\_\_  
 CITY STATE \_\_\_\_\_  
 EMPLOYMENT DATES: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_

5  
 EMPLOYER'S NAME: \_\_\_\_\_  
 CITY STATE \_\_\_\_\_  
 EMPLOYMENT DATES: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_

6  
 EMPLOYER'S NAME: \_\_\_\_\_  
 CITY STATE \_\_\_\_\_  
 EMPLOYMENT DATES: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_

7  
 EMPLOYER'S NAME: \_\_\_\_\_  
 CITY STATE \_\_\_\_\_  
 EMPLOYMENT DATES: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_

8  
 EMPLOYER'S NAME: \_\_\_\_\_  
 CITY STATE \_\_\_\_\_  
 EMPLOYMENT DATES: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_

On the following pages you will see various job duties listed. For each duty you have performed, put the number of the employer where you performed that duty. For example if you used a 10-key calculator at your 2nd and 4th place of employment, you would write 2,4 on the space before that job description. If there are duties you have performed that are not listed here, please use the blank lines at the end to list those duties. Remember to place the number of the employer where you performed those duties on the small space provided.

Accounting/Financial

- 2, 3 Prepared, analyzed and verified financial reports and taxes utilizing various software packages.
- \_\_\_\_\_ Handled all financial transactions of the company.

ACCOUNTING/FINANCIAL

- \_\_\_\_\_ Prepared, analyzed and verified financial reports and taxes utilizing various software packages.
- \_\_\_\_\_ Handled all financial transactions of the company.
- \_\_\_\_\_ Kept detailed records of sales and prepared monthly reports
- \_\_\_\_\_ Managed the company's accounting computer program
- \_\_\_\_\_ Prepared payroll
- \_\_\_\_\_ Maintained AR/AP
- \_\_\_\_\_ Issued appropriate credit for items being returned or exchanged.

ASSEMBLY

- \_\_\_\_\_ Set up and operated a punch press in the assembly of small machines
- \_\_\_\_\_ Fed cartons into the machine's backstop
- \_\_\_\_\_ Used micrometers and soldering equipment with great precision
- \_\_\_\_\_ Tested equipment and examined first run products to ensure quality
- \_\_\_\_\_ Removed obstructions
- \_\_\_\_\_ Cleaned and oiled machines to ensure steady production
- \_\_\_\_\_ Always met deadlines and production quotas

BANQUET MANAGER

- \_\_\_\_\_ Worked closely with catering and convention service sales staff
- \_\_\_\_\_ Designed personalized floor plans, decor and staffing
- \_\_\_\_\_ Coordinated kitchen, beverage and service staff
- \_\_\_\_\_ Designed, purchased and maintained lines, props and accessories for dozens of decorative theme parties.

CREW MEMBER

- \_\_\_\_\_ Greeted incoming patrons and prepared food orders
- \_\_\_\_\_ Assisted with cleanliness of work area and restocking of supplies
- \_\_\_\_\_ Addressed customer's concerns relating to menu selection and pricing
- \_\_\_\_\_ Knowledgeable of food safety rules and always kept kitchen, tables and bathrooms clean and sanitary.

ACTIVITIES COMMITTEE VOLUNTEER

- \_\_\_\_\_ Assisted in the coordination and planning of fund raising activities
- \_\_\_\_\_ Interacted with public and promoted agency programs and events
- \_\_\_\_\_ Organized agency files and maintained records of contributions

ASSEMBLY LINE FEEDING/ CATCHING

- \_\_\_\_\_ Inspected materials and finished goods at each step of the packaging process
- \_\_\_\_\_ Used micrometers and soldering equipment with great precision
- \_\_\_\_\_ Examined cartons for cutting or gluing defects and returned defects to sorting area
- \_\_\_\_\_ Fed machines, adjusting or repositioning cartons as needed
- \_\_\_\_\_ Kept the production line moving
- \_\_\_\_\_ Maintained a safe and clean working environment

BUILDING / LAWN MAINTENANCE

- \_\_\_\_\_ Experience in reading blue prints
- \_\_\_\_\_ Used hand power tools
- \_\_\_\_\_ Routinely cleaned and lubricated equipment, replaced fuses, switches and motors when necessary
- \_\_\_\_\_ Addressed minor electrical and plumbing problems
- \_\_\_\_\_ Cleaned and painted walls and ceilings
- \_\_\_\_\_ emptied trash and removed debris
- \_\_\_\_\_ Scrubbed and polished floors
- \_\_\_\_\_ Mowed and trimmed lawns, planted flowers, shrubs, and trees
- \_\_\_\_\_ Performed snow removal
- \_\_\_\_\_ Cleaned windows, blinds and office furniture
- \_\_\_\_\_ Performed minor building repairs
- \_\_\_\_\_ Cleaned, shampooed and vacuumed hallways
- \_\_\_\_\_ Removed dirt and blemishes from floor, using various cleaning solvents and compounds, according to the composition of floor
- \_\_\_\_\_ Applied paste and liquid to the floors with rags and machines
- \_\_\_\_\_ Operated floor buffer, stripper, wet-vac and shampooer

CASE MANAGER

- \_\_\_\_\_ Responsible for assessing and referring foster children, natural and foster parents
- \_\_\_\_\_ Attended all court hearings on behalf of the foster children
- \_\_\_\_\_ Evaluated the safety of the children and developed all services plans
- \_\_\_\_\_ Provided directed services to clients referred
- \_\_\_\_\_ Group facilitator for foster parent training
- \_\_\_\_\_ Provided case documentation and prepared reports
- \_\_\_\_\_ Investigated allegations of non-compliance, abuse, neglect, and other concerns as assigned.

CASH HANDLING / CASHIER

- \_\_\_\_\_ Balanced daily receipts, cash, and prepared bank deposits
- \_\_\_\_\_ Developed knowledge of bank account transactions
- \_\_\_\_\_ Replenished cash in ATMs on a daily basis and totaled out cash balance
- \_\_\_\_\_ Operated a cash register
- \_\_\_\_\_ Processed a high volume of transactions in cash, checks and credit card sales
- \_\_\_\_\_ Balanced cash drawer at the end of the shift

CHEF / SOUS CHEF / COOK

- \_\_\_\_\_ Organized all culinary aspects from menu planning to presentation of luncheons and parties
- \_\_\_\_\_ Supervised permanent and temporary staff
- \_\_\_\_\_ Purchased all food and supplies, maintained a high quality inventory while staying within budget
- \_\_\_\_\_ Prepared meats, soups, sauces, vegetables and other foods prior to cooking
- \_\_\_\_\_ Seasoned and cooked foods according to prescribed methods
- \_\_\_\_\_ Added seasoning to food during mixing or cooking, according to personal judgment and experience
- \_\_\_\_\_ Observed and tested foods being cooked by tasting, smelling and piercing with fork to determine that it is cooked
- \_\_\_\_\_ Received and examined foodstuffs and supplies to ensure quality and quantity meeting established standards and specifications
- \_\_\_\_\_ Selected and developed recipes based on the type of food to be prepared and supplied personal knowledge and experience in food preparation
- \_\_\_\_\_ Adjusted thermostat control to regulate temperature of ovens, broilers, grills, roasters and steam kettles
- \_\_\_\_\_ Measured and mixed ingredients according to recipe, using variety of kitchen utensils and equipment such as blenders, mixers, grinders, slicers, and tenderizers
- \_\_\_\_\_ Planned menus and cooked foreign-style dishes, dinners, desserts, and other foods, according to recipes

CERTIFIED NURSING ASSISTANT

- \_\_\_\_\_ Bathed, dressed, and undressed patients
- \_\_\_\_\_ Served and collected food trays, and fed patients requiring help
- \_\_\_\_\_ Transported patients, using wheel chair or wheeled cart or assisted patients to walk
- \_\_\_\_\_ Draped patients for examinations and treatments and remained with patients
- \_\_\_\_\_ Dusted and cleaned patient's room
- \_\_\_\_\_ Took and recorded temperature, blood pressure, pulse and respiration rates, food and fluid intake and output, as directed
- \_\_\_\_\_ turned and repositioned bedfast patients, alone or with assistance, to prevent bedsores
- \_\_\_\_\_ Changed bed linens, ran errands, directed visitors, answered telephones
- \_\_\_\_\_ Cleaned, sterilized, stored, prepared, and issued dressing packs, treatments trays and other supplies
- \_\_\_\_\_ Answered signal lights, bells, or intercom systems to determine patients needs.

CHILD CARE WORKER

- \_\_\_\_\_ Provided a structured environment for preschool children and taught them basic skills such as dressing and toileting
- \_\_\_\_\_ Prepared nourishing meals and snacks
- \_\_\_\_\_ Provided one-on-one instruction and group learning activities with art, crafts, dance and music.
- \_\_\_\_\_ Presented programs that furthered language and social skills
- \_\_\_\_\_ Discussed emotional or developmental problems with parents
- \_\_\_\_\_ Participated in parent conference
- \_\_\_\_\_ Sterilized bottles and other equipment used for feeding infants
- \_\_\_\_\_ Kept children's quarters clean and tidy
- \_\_\_\_\_ Accompanied children on walks and other outings
- \_\_\_\_\_ Dressed and assisted children to dress and bathe
- \_\_\_\_\_ Observed and monitored play activities
- \_\_\_\_\_ Directed children in eating, resting, and toilet training
- \_\_\_\_\_ Helped children develop habits of caring for clothing and picking up and putting away toys and books
- \_\_\_\_\_ Maintained discipline

CLERICAL / GENERAL OFFICE

- \_\_\_\_\_ Word processing using \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ Typing speed of \_\_\_\_\_ wpm
- \_\_\_\_\_ Keypunched data for purchase order
- \_\_\_\_\_ Maintained confidential records of employee time cards
- \_\_\_\_\_ Data entry skills include accurate use of CRT and PC data base
- \_\_\_\_\_ Used computer to order supplies and look up account information
- \_\_\_\_\_ Prepared interoffice memos
- \_\_\_\_\_ Maintained files and recorded transactions on a daily basis
- \_\_\_\_\_ Performed various clerical duties such as: typing, filing, issuing receipts, answering phones, distributing mail, inventory control and billing procedures
- \_\_\_\_\_ Answered and directed calls promptly and courteously
- \_\_\_\_\_ Distributed incoming mail in a timely and efficient manner
- \_\_\_\_\_ Maintained postage meter and fax machines in proper order
- \_\_\_\_\_ Arranged for repair and maintenance service
- \_\_\_\_\_ Typed reports and correspondence as needed

COMPUTER PROGRAMMER

- \_\_\_\_\_ Converted data from project specifications and statements of problems and procedures
- \_\_\_\_\_ Prepared or received from systems analyst, a detailed workflow chart and diagram to illustrate sequence of steps
- \_\_\_\_\_ Analyzed workflow chart and diagram, applied knowledge of computer capabilities, subject matter and symbolic logic
- \_\_\_\_\_ Entered test data into computer
- \_\_\_\_\_ Analyzed test runs on computer to correct or direct corrections of coded program and imputed data
- \_\_\_\_\_ Prescribed standards for terms and symbols used to simplify interpretation of programs
- \_\_\_\_\_ Collaborated with computer manufacturers and other users to develop new programming methods

COLLECTIONS

- \_\_\_\_\_ Prepared notice of delinquency
- \_\_\_\_\_ Reviewed terms of sale and credit contracts
- \_\_\_\_\_ Updated clients financial status and all collection efforts
- \_\_\_\_\_ Carefully and successfully found delinquent customers using various resources
- \_\_\_\_\_ Promptly notified credit manager when customer failed to respond

CONSTRUCTION TRADES / LABOR

- \_\_\_\_\_ analyzed and interpreted blueprints
- \_\_\_\_\_ Followed code regulations to guarantee quality work
- \_\_\_\_\_ fundamental knowledge of AC and CD circuitry
- \_\_\_\_\_ Utilized power tools of the trade such as nail and impact gun, sander and circular saw
- \_\_\_\_\_ Mixed and poured cement
- \_\_\_\_\_ Dug foundations
- \_\_\_\_\_ Installed water lines and sewers
- \_\_\_\_\_ Installed windows, doors, cabinets, floors, subfloors, ceramic and quarry tiles, counter tops, wood trim and plumbing
- \_\_\_\_\_ Designed and remodeled kitchens and bathrooms
- \_\_\_\_\_ Repaired and installed new and damaged roofs
- \_\_\_\_\_ Installed fixtures, cut and installed conduit, drained systems, tubs and sinks
- \_\_\_\_\_ Repaired and replaced damaged ceiling and floor tiles
- \_\_\_\_\_ Installed dry wall, windows, stairs, counter tops, and cabinets
- \_\_\_\_\_ Repaired and smoothed plaster, painted walls, refinished hardwood floors and woodwork
- \_\_\_\_\_ A prepared areas and installed telephone wiring
- \_\_\_\_\_ Installed intricate wiring applying electrical knowledge
- \_\_\_\_\_ Installed pipes, drains and vent for water and waste
- \_\_\_\_\_ Soldered copper tubing and tested for leaks
- \_\_\_\_\_ Installed plumbing fixtures
- \_\_\_\_\_ Lifted or carried building materials, tools and supplies
- \_\_\_\_\_ Cleaned tools, equipment, materials and work areas
- \_\_\_\_\_ Mixed, poured and spread concrete, asphalt, gravel and other materials using hand tools
- \_\_\_\_\_ Joined, wrapped and sealed sections of pipe

CUSTOMER SERVICE / RETAIL

- \_\_\_\_\_ Answered a high volume of telephone calls from customers regarding payments, returns and charges to accounts
- \_\_\_\_\_ Maintained contact and followed up on problems that required special handling
- \_\_\_\_\_ Provided marketing support by making outbound sales calls for special promotions
- \_\_\_\_\_ Researched and responded to customer inquiries and explained transactions to their satisfaction
- \_\_\_\_\_ Recognized by customer who appreciated my extra efforts
- \_\_\_\_\_ Promoted products and services through telemarketing campaigns
- \_\_\_\_\_ Assisted customers in the selection of merchandise in a department store setting
- \_\_\_\_\_ Accepted items being returned by customer and ensured appropriate credit
- \_\_\_\_\_ Monitored sales area to ensure adequate staffing for customer satisfaction

ELECTRONICS

- \_\_\_\_\_ Knowledge of schematics for trouble shooting purposes
- \_\_\_\_\_ Wrote technical report writing
- \_\_\_\_\_ Operated multi meters, oscilloscope and signal generator
- \_\_\_\_\_ Repaired electronics equipment such as computers, industrial controls, audio and video systems, radar systems, telmeters, transmitters and antennas
- \_\_\_\_\_ conversed with equipment operators pertaining to certain problems with equipment before breakdown
- \_\_\_\_\_ Tested faulty equipment and applied knowledge of functional operation of electronic units and systems to diagnose cause of malfunction
- \_\_\_\_\_ Entered information into computer to copy program from one electronic component to another

FORKLIFT OPERATOR

- \_\_\_\_\_ Positioned lifting platforms or other lifting device under, over or around loaded pallets, skids, boxes, products or materials, and hooked tow trucks to trailer hitches
- \_\_\_\_\_ Moved levers and pressed pedals to drive trucks and control movements
- \_\_\_\_\_ Loaded or unloaded materials onto or off of pallets, skids or lifting devices
- \_\_\_\_\_ Weighed materials or products and recorded weight on tags, labels or production schedules

DRIVER

- \_\_\_\_\_ Excellent safety record
- \_\_\_\_\_ Delivered, loaded and unloaded goods
- \_\_\_\_\_ Performed various tasks using hand truck or dolly
- \_\_\_\_\_ Collected payments and obtained receipts for goods
- \_\_\_\_\_ Inspected all goods
- \_\_\_\_\_ Knowledge of usable routes in the metropolitan area

ELECTRICIAN

- \_\_\_\_\_ Installed and repaired electrical systems, apparatus, electrical and electronic components of industrial machinery and equipment, followed electrical code, manuals, schematic diagrams, blueprints and other specifications
- \_\_\_\_\_ Connected power supply wires to machines and equipment, and connected cables and wires between machine
- \_\_\_\_\_ Planned layout of wiring and installed wiring, conduit and electrical apparatus in buildings
- \_\_\_\_\_ Replaced faulty electrical components of machine such as relays, switches, motors, and positioned sensing devices, using hand tools
- \_\_\_\_\_ prepared sketches showing location of wiring and equipment, or followed diagrams or blue print, ensuring that concealed wiring was installed before completion of future walls, ceiling and flooring
- \_\_\_\_\_ Observed functioning of installed equipment or systems to hazards and need for adjustments, relocation or replacement
- \_\_\_\_\_ Repaired faulty equipment or systems
- \_\_\_\_\_ Replaced damaged or broken wires and cables, using hand tools

FOOD SERVICE

- \_\_\_\_\_ Maintained appropriate temperatures ensuring quality and freshness
- \_\_\_\_\_ Handled multiple orders at once, organizing and prioritizing orders as they were received
- \_\_\_\_\_ Rotated stock and supplies regularly making sure that preparations were ready for the next shift
- \_\_\_\_\_ Made sure the tools, fryers, mixers, humidifiers and ovens were in proper condition and properly sanitized.

FREIGHT CLERK

- \_\_\_\_\_ Communicated with carriers. Traced missing, delayed and damaged shipments
- \_\_\_\_\_ Prepared claim reports for damaged and lost shipments
- \_\_\_\_\_ Followed up with carriers for unpaid claims
- \_\_\_\_\_ Keyed client data using a computer
- \_\_\_\_\_ Produced monthly status reports

HOME HEALTH AIDE

- \_\_\_\_\_ Worked with elderly or disabled clients who required extensive care
- \_\_\_\_\_ Performed housekeeping, personal care services and provided emotional support
- \_\_\_\_\_ Assumed responsibilities for cleaning houses, doing laundry, changing bed linens, planning and shopping for groceries, and prepared regular and special diet meals
- \_\_\_\_\_ helped clients bathe, dress and groom themselves
- \_\_\_\_\_ Gave therapeutic messages, alcohol rubs and assisted with braces and artificial limbs
- \_\_\_\_\_ Applied dressings, checked vital signs, administered medicines and maintained charts on all services and client progress
- \_\_\_\_\_ Followed routine exercise program
- \_\_\_\_\_ Scheduled appointments and accompanied clients on doctor visits
- \_\_\_\_\_ Checked temperature, blood pressure, pulse and respiratory rates

INVENTORY CONTROL / MERCHANDISE HANDLING

- \_\_\_\_\_ Maintained and controlled profitable inventory levels
- \_\_\_\_\_ Conducted inventories and monitored stock on hand to maximize sales potential
- \_\_\_\_\_ Ordered merchandise from warehouse via computerized inventory systems
- \_\_\_\_\_ Maintained tally of units and invoice numbers processed
- \_\_\_\_\_ Ensured sufficient inventory on hand to provide a steady work flow
- \_\_\_\_\_ Loaded and unloaded pallet freight via forklift
- \_\_\_\_\_ Verified accuracy of shipping freight bills
- \_\_\_\_\_ Developed knowledge of inventory systems, shipping procedures and merchandise trafficking

MANAGEMENT

- \_\_\_\_\_ Recognized for leadership abilities recommended for management training positions
- \_\_\_\_\_ Monitored area to ensure adequate staffing for customer satisfaction
- \_\_\_\_\_ Trained new employees and monitored performance to determine additional training needs
- \_\_\_\_\_ Opened and closed facility and assisted supervisor with day-to-day operations
- \_\_\_\_\_ Acted as a team leader and supervised crew members

HAIR STYLIST

- \_\_\_\_\_ Developed a loyal following of repeat customers through my ability to tune into customer's needs
- \_\_\_\_\_ Provided trustworthy advice on relevant health issues
- \_\_\_\_\_ Thoroughly familiar with styling, product characteristics and application
- \_\_\_\_\_ Scheduled, supervised and trained staff
- \_\_\_\_\_ Balanced daily sales receipts and recorded invoices

HOME MAKER

- \_\_\_\_\_ Supervised and provided care and learning experience for my children
- \_\_\_\_\_ Provided recreation and planned other activities to promote health mental and physical growth
- \_\_\_\_\_ Planned, developed and carried out financial affairs as well as maintained discipline
- \_\_\_\_\_ Developed ability to exercise good judgment and perform well under stress

LAMINATION WORKER

- \_\_\_\_\_ Clamped table top plastic side up in machine bed
- \_\_\_\_\_ Guided moldings between edge of tabletop and pressured roller that shapes molding and presses lip into groove along tabletop edge
- \_\_\_\_\_ Fed machine that wraps metal molding around edge of laminated plastic tabletop
- \_\_\_\_\_ Tended machine that cements precut plastic covering material to plywood panels to form furniture parts
- \_\_\_\_\_ Inserted plywood panel between rollers of cement-spreading machine to coat both sides of panel with cement
- \_\_\_\_\_ Positioned plastic covering material on sides of panel and placed covered panel on bed of press
- \_\_\_\_\_ Started machine that pressed covered panel with heated ram for prescribed time to seal plastic covering material onto plywood panel
- \_\_\_\_\_ Turned dials and moved levers to set machine roller speed, roller pressure, and heating unit temperature, following specifications

MANAGEMENT (continued)

- \_\_\_\_\_ Created a team environment and motivated others to work together to complete daily tasks
- \_\_\_\_\_ Assumed additional responsibilities in the absence of the manager
- \_\_\_\_\_ Supervised and coordinated activities of workers
- \_\_\_\_\_ Assigned duties to workers and scheduled breaks periods, work hours and vacations
- \_\_\_\_\_ Trained workers in store policies, departmental procedures and job duties
- \_\_\_\_\_ Listened to customers complaints, examined returned merchandise and solved problems to restore and promote good public relations.

MACHINE OPERATOR / PRODUCTION LINE WORKER

- \_\_\_\_\_ Assembled boxes and packed products to prepare for shipment
- \_\_\_\_\_ Attached labels and directed cartons to warehouse for distribution
- \_\_\_\_\_ Ran samples for quality control inspection purposes
- \_\_\_\_\_ Worked with metal pieces, shapes, die parts and patterns on a custom basis
- \_\_\_\_\_ Applied knowledge of metal properties, machine and shop mechanics
- \_\_\_\_\_ Ran all molds according to specific chart and temperature
- \_\_\_\_\_ Assisted in maintenance and preventative maintenance of machinery
- \_\_\_\_\_ Set up and operated various machine for soldering, cutting and welding metal for fabrication
- \_\_\_\_\_ Read blue prints, Fuji machines, rulers and tape measures, veneer, test indicators, templates, calipers and micrometers
- \_\_\_\_\_ Made trail runs and completed various production and assembly functions in a timely and efficient manner
- \_\_\_\_\_ Inspected parts for quality
- \_\_\_\_\_ Knowledgeable of lubricants and metal properties
- \_\_\_\_\_ Cleared jams and other malfunctions
- \_\_\_\_\_ Set-up and operated extrude, molding and injection-molding machines
- \_\_\_\_\_ Installed dies, machine screws, cuffs and sizing rings
- \_\_\_\_\_ Adjusted pressures and velocities to produce quality parts
- \_\_\_\_\_ Set injection and blow molds into clamp

MEDICAL ASSISTANCE

- \_\_\_\_\_ Managed all accounts receivable, payable and medical billing problems
- \_\_\_\_\_ Entered all payments in account receivable log and balanced at the end of each day
- \_\_\_\_\_ Set up patient charts and updated existing patient records
- \_\_\_\_\_ Assisted with account collections by phone and mail
- \_\_\_\_\_ Compiled insurance data and determined co-payments portions and deductibles

PHLEBOTOMIST

- \_\_\_\_\_ Assembled equipment, such as tourniquet, needles, disposable container for needles, blood collections devices, gauze, cotton and alcohol on a work tray
- \_\_\_\_\_ Verified or recorded identity of patient or donor and conversed with patient or donor to allay fears of procedure
- \_\_\_\_\_ Applied tourniquet to arm, located accessible vein, swabbed puncture area with antiseptic, and inserted needle into a vein to draw blood into collection tube or bag
- \_\_\_\_\_ Conducted interviews, took vital signs, drew and tested blood samples to screen donors at a blood bank or hospital

MAIL CLERK / SORTER

- \_\_\_\_\_ Sorted incoming mail for distribution and displayed outgoing mail
- \_\_\_\_\_ Stamped date and time of receipt on incoming mail
- \_\_\_\_\_ Sorted mail according to destination and type; returned letters, adjustments, bills, orders and payments
- \_\_\_\_\_ Examined outgoing mail for appearance and sealed envelopes by hand and machine
- \_\_\_\_\_ Weighed mail to determine correct postage
- \_\_\_\_\_ Kept records of registered mail
- \_\_\_\_\_ Addressed mail, using addressing machine
- \_\_\_\_\_ Received mail, and inserted into UPS meter
- \_\_\_\_\_ Stacked mail on skids
- \_\_\_\_\_ Utilized forklifts to move mail onto trucks for delivery

MEAT CUTTER / BUTCHER

- \_\_\_\_\_ Knowledgeable of OSHA requirements
- \_\_\_\_\_ Maintained outstanding sanitary conditions
- \_\_\_\_\_ Sharpened cutting instruments
- \_\_\_\_\_ Separated wholesale cuts of meat into retail cuts and individual packages
- \_\_\_\_\_ Weighed, wrapped, labeled and priced meats and cheeses
- \_\_\_\_\_ Arranged meats and cheeses in refrigerator cases, rotating stock to ensure quality products and freshness
- \_\_\_\_\_ Cut, trimmed, boned, tied, and grinded meat using an electric grinder and bandsaw to portion and prepare meat in cooking form
- \_\_\_\_\_ Cut weighed steaks and chips for individual servings
- \_\_\_\_\_ Received, inspected and stored meat upon delivery
- \_\_\_\_\_ Cut, trimmed and boned carcass sections or prime cuts, using knives, meat saw, cleaver and bandsaw to reduce to cooking cuts such as roasts, steaks, chops, stew cubes and ground meats.

OVERHEAD CRANE OPERATOR

- \_\_\_\_\_ Cleaned and maintained crane and hoisting mechanism
- \_\_\_\_\_ Attached load to hook or other crane accessory prior to operating
- \_\_\_\_\_ Observed load hookup and determined safety of loads
- \_\_\_\_\_ Manipulated or depressed crane controls such as pedal, levers and buttons to regulate speed and direction of the crane

PRINTING

- \_\_\_\_\_ Designed and screen printed posters, show cards, tickets and banners
- \_\_\_\_\_ Prepared, operated and maintained printing presses
- \_\_\_\_\_ Performed various press operations duties such as offset, gravure, flexography, screen printing and letterpress
- \_\_\_\_\_ Used letterhead-press methods and offset lithography
- \_\_\_\_\_ Used a computer keyboard to select the size and style of type and transmitted pages for production into film and onto plates
- \_\_\_\_\_ Performed cutting, folding, gathering, gluing, stitching, trimming and other finishing operations

PUBLIC RELATIONS

- \_\_\_\_\_ Prepared written materials for publication.
- \_\_\_\_\_ Redesigned and edited agency correspondence and pamphlets
- \_\_\_\_\_ Used Desktop Publishing software, PowerPoint, Page Maker and Quicken software
- \_\_\_\_\_ Assisted with the reproduction of agency brochures and organized photographic support

RECEPTIONIST

- \_\_\_\_\_ Responsible for answering multi-line switchboard with professionalism and patience
- \_\_\_\_\_ Transferred calls, paged employees and took accurate, detailed messages for voice mail system.
- \_\_\_\_\_ Directed and accompanied visitors and business representatives to their designated areas

SALES / MARKETING

- \_\_\_\_\_ Identified and contacted prospective customers to explain type of service
- \_\_\_\_\_ Quoted prices and persuaded customer to buy using prepared sales talk
- \_\_\_\_\_ Keyed data into computer
- \_\_\_\_\_ Developed lists of prospects using telephone directories and other resources
- \_\_\_\_\_ Maintained individual daily sales reports

SERVICE STATION MANAGER

- \_\_\_\_\_ Planned, developed and implemented procedures for operating a full-service station
- \_\_\_\_\_ Improved profit margin and loss prevention record
- \_\_\_\_\_ Hired staff and prepared weekly work schedules
- \_\_\_\_\_ Performed cash and credit card transactions with speed and accuracy
- \_\_\_\_\_ Trained staff to use a register and lottery machine, record sales and provide excellent customer service
- \_\_\_\_\_ Balanced and recorded daily cash receipts, made all deposits and prepared cash statements for central office.

SPEECH AID / THERAPIST

- \_\_\_\_\_ Evaluated and monitored individuals using audio-visuals such as tape recorders, overhead projectors and demonstrative materials
- \_\_\_\_\_ Diagnosed and evaluated speech and language skills as related to educational needs
- \_\_\_\_\_ Served as an aide to class room teacher to incorporate speech and language development activities into daily schedule
- \_\_\_\_\_ Attended meetings and conferences and participated in other activities to promote professional growth

REAL ESTATE SALES

- \_\_\_\_\_ Listed and serviced property for sellers
- \_\_\_\_\_ Pre-screened / pre-qualified prospective buyers by checking credit references and employment
- \_\_\_\_\_ Prepared all documents, contracts and follow-ups, coordinating attorney and lenders
- \_\_\_\_\_ Conducted open houses in an orderly and timely manner
- \_\_\_\_\_ Knowledgeable of newly enacted property management licensing law

RETAIL SALES

- \_\_\_\_\_ Assisted customers in finding what they wanted while promoting merchandise
- \_\_\_\_\_ Prepared sales slips, filled out charge forms, received payment, packaged and wrapped merchandise, gave receipts and handled returns
- \_\_\_\_\_ Made sure that goods were properly displayed
- \_\_\_\_\_ Stocked shelves, marked price tags, took inventory and created interesting window displays
- \_\_\_\_\_ Arranged for the delivery and pickup of merchandise

SECURITY

- \_\_\_\_\_ Patrolled and protected property from theft and illegal entry
- \_\_\_\_\_ Monitored alarm panels and video equipment to enhance safety and security
- \_\_\_\_\_ Operated base station, dispatching officers and logging all activity
- \_\_\_\_\_ Retained custody of personal valuables
- \_\_\_\_\_ Patrolled assigned territory to protect persons or property
- \_\_\_\_\_ answered alarms and investigated disturbances

SHIPPING AND RECEIVING / WAREHOUSE

- \_\_\_\_\_ Verified quantities, quality and condition of merchandise against invoice
- \_\_\_\_\_ Made sure merchandise was properly labeled and packaged according to specifications
- \_\_\_\_\_ Kept daily records of all inventory
- \_\_\_\_\_ Shipped a high volume of orders daily
- \_\_\_\_\_ Followed all procedures and kept good records
- \_\_\_\_\_ Resolved a wide range of delivery problems
- \_\_\_\_\_ Delivered merchandise promptly to customers and collected payments in a timely manner

TEACHER'S AIDE

- \_\_\_\_\_ Worked closely with classroom instructor in organizing and planning daily activities
- \_\_\_\_\_ Provided instructional and clerical support for the teacher
- \_\_\_\_\_ Typed and reproduced classroom materials
- \_\_\_\_\_ Planned and supervised games, music, film and artwork activities to enhance basic reading, math and writing

TRACTOR / TRAILER TRUCK DRIVER

- \_\_\_\_\_ Drove trucks with capacity of more than 3 tons, to transport materials to and from specified destinations
- \_\_\_\_\_ Drove trucks to destination, applying knowledge of commercial driving regulations and roads in the area
- \_\_\_\_\_ Transported personnel and equipment to job sites
- \_\_\_\_\_ Inspected truck equipment and supplies such as tires, lights, brakes, gas, oil and water
- \_\_\_\_\_ Drove packer type truck and dump truck equipped with hydraulic lifting device to collect garbage and trash, and transported load to disposal area
- \_\_\_\_\_ Operated vehicles such as snow plows, salt spreaders and boom trucks
- \_\_\_\_\_ recorded mileage and fuel consumption
- \_\_\_\_\_ Maintained truck log, according to state and federal regulation

TRUCKING COORDINATOR

- \_\_\_\_\_ Managed, directed and operated a fleet of trucks
- \_\_\_\_\_ Dispensed daily work orders
- \_\_\_\_\_ Advised drivers of safe and usable routes
- \_\_\_\_\_ Logged and filed work vouchers
- \_\_\_\_\_ Prepared expense reports
- \_\_\_\_\_ Drove and fueled trucks
- \_\_\_\_\_ Conducted inspections of drivers and trucks
- \_\_\_\_\_ CDL training certificate
- \_\_\_\_\_ Safe and accident-free driving record

TUCK POINTER

- \_\_\_\_\_ Sprayed materials such as water, sand, steam, vinyl, paint or stucco through hose to clean, coat or seal surfaces
- \_\_\_\_\_ Applied caulking compounds by hand and with caulking gun to seal crevices
- \_\_\_\_\_ Mopped, brushed or spread paints or bituminous compounds over surfaces for protection
- \_\_\_\_\_ Leveled earth to fine grade specifications, using pick or shovel
- \_\_\_\_\_ Mixed concrete, using portable mixer

WHOLESALE ROUTE SALES DRIVER

- \_\_\_\_\_ Called on prospective customers to solicit new business
- \_\_\_\_\_ Developed strong customer base and established new sales route
- \_\_\_\_\_ Drove a variety of trucks for delivery

Add: \_\_\_\_\_  
\_\_\_\_\_

EDUCATION:

High School \_\_\_\_\_  
 City / State \_\_\_\_\_  
 Did you Graduate?  No  Yes Year of graduation \_\_\_\_\_

GED Program  
 Received at \_\_\_\_\_  
 Year \_\_\_\_\_

College/University \_\_\_\_\_  
 City / State \_\_\_\_\_  
 Did you Graduate?  No  Yes Year of graduation \_\_\_\_\_

Technical School \_\_\_\_\_  
 City / State \_\_\_\_\_  
 Did you graduate  No  Yes Year \_\_\_\_\_

Military Training

\_\_\_\_\_ Rank \_\_\_\_\_  
 Branch \_\_\_\_\_  
 \_\_\_\_\_  
 Specialization Location Year

Other \_\_\_\_\_  
 City / State \_\_\_\_\_  
 Did you Graduate?  No  Yes Year \_\_\_\_\_  
 Course of Study \_\_\_\_\_