

# Jane Doe

250-555-5555

145 Front St, Kitimat, BC V8C1S3

**Objective** To secure a challenging position as a front line worker, which will allow me to both further utilize my skills and acquire new abilities.

**Professional Profile** Motivated personable individual with experience as a secretary and customer service person. Successful completion of Superhost Fundamentals. Good communication skills and enjoy working with the public in any setting.

- Customer Service
- Front Office Operations
- Professional Presentation
- General Office Skills
- Accounting/Bookkeeping
- Ability to Learn Quickly
- Responsible Cash Handling
- Flexible

**Professional Accomplishments** **CUSTOMER SERVICE & RELATIONS**

- Responsible for multi-tasking between customer relations, accounting/bookkeeping
- Conducted 75 phone interviews to develop a database of likely contributors for a fundraiser

**Education & Certification**

**Education**

- Business Administration Degree - 1998
- The Assisted Job Search & Employability Skills Program - 1996
- Charles Hays Secondary School – 1993

**Certificates**

- Superhost Fundamentals
- WHMIS
- Childsafe First Aid
- Serving it Right
- Nobody's Perfect
- Cashier Training

**Work History** **Customer Service**  
XYZ Co., Vancouver, BC, 2007-2010

**Reception**  
Thornhill Community Centre, Abbotsford, BC, 2003-2007

**Assistant Manager and Newsletter Editor**  
Friendship House Nursery School, Vancouver, BC, 2003

**Fundraiser for Program Excellence**  
BCIT Student Society, Vancouver, BC, 1999-2003

**References** References are available upon request.

123 Front St. Kitimat, BC V8C1Z8  
P:555-555-5555 or C:555-555-5551

OBJECTIVE

To secure a position with Initech Corp

SUMMARY OF SKILLS

- Oil & Gas Training certificate – 2011
- Have good experience as construction labourer
- Excellent communication skills
- Able to do work as independent or as a team member
- Extraordinary capability to schedule and assign work to others.
- Capable to do repair and maintenance of all types of machines and equipment.

WORK EXPERIENCE

City of Los Angeles Department of Civil Services, CA

**General Laborer-** (2002-present)

- Cleaned all construction area so as to avoid any possible hazards.
- Repaired and maintained all construction related tools.
- Worked on variety of construction like building, channels, roads.
- Handled all types of duties on daily basis.
- On road site, installed and maintained traffic control devices and patterns.

Tennessee State Government, Danbury, CT

**Labourer-** (2001-2002)

- Operated different types of equipment such as pavement breakers, jackhammers, and power tools etc.
- Disassembled maintained other momentary structures.
- Helped other craft employees, including carpenters, welder and working engineers.
- Handled rules, tactics, and terms with small or no management.

EDUCATION AND TRAINING

- ✓ Oil & Gas Training ( H2S Alive, WHMIS, OFA 1, TDG, TE)
- ✓ Computer Repair Certificate, 2004, Thompson Technical Institute – St. George, UT
- ✓ Graduate, 1992, Brigham's Academy – St. George, UT

REFERENCES

Jane Doe – TSG Superintendent  
555-555-5555

Carl Smith – Civil Services Supervisor  
555-555-5555