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| **Full Name**  Phone # (xxx)xxx-xxxx  address  Email |
| **Basic Resume Example:**  **Professional Summary**  2 or 3 sentence summary of experience and skill |
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**Employment and or classes taken (PROFESSIONAL SKILLS)**

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| Dates From – To **1st:**  Place and position, XXX WA (April 2022 - Present)   * List of responsibilities * List of duties * Process related items (Safety, cleanup…)  Dates From – To **2nd:**  Place and position, XXX WA (April 2022 - Present)   * List of responsibilities * List of duties * Process related items (Safety, cleanup…)   **Examples:**  **Example: Sonny’s Signs, location April of 2019) to July of 2019**   * shop apprentice * vinyl work, letter channeling, and field experience in building signage * Building/creating Starbucks coffee signs, Sound Credit Union signs to name a few * Utilized plot printer, imaging tools, measuring tools, miter saw, nail gun, drill, hammer * Responsible for safety and quality of products * Worked closely with customers and team   **Example: Night Shift Manager McDonalds, Arlington WA (May 2016 – April 2019)**   * Managing floor crew station assignments to ensure efficiency * Managed day to day production * Adjusted employee work tasks to assure all orders were filled each shift * Assured tills were closed involving counting money and storing cash in a safe * Received and inspected shipments for quality and accuracy * Assurance of clean workstations * Inspected work areas for sanitary code assurance * Managed employee and customer conflict * Managed vendor deliveries, and lifting inventory to stock in the storage room. Additionally, I attended a * OSHA training session on machine operation and safety * Trained new hires on safety procedures. |

# Education

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| **EDUCATION Example:**  **XXX college or college courses**  XXX high school, diploma, June 2023  **Certifications Example:**   * XXX high school or program, June 2023 * (Welding) * (Auto shop) * (Fabrication) * Safety protection * CPR certificate * OSHA safety training * Managing conflict training   **Volunteer work**   * **XXX**   **Example: List of tools used and applications you use and or are familiar with**   * **Miter saw** * **Drill** * **Torque wrench** * **3d printer………** |
| * **If applicable, focus on your mechanical knowledge and skills** * **List all tools you can use (at work or in garage) they want to know you can turn a wrench or fab and assemble, construction (if applicable list usages such as: hammer, drill, saw, torque wrench, ruler, wrench, ratchet, welding, grinder, sander, polisher, square, pneumatic tools, solvents, lubes, sealers……** * **If applicable, list auto maintenance if you perform your own** * **List any ability to follow direction/complete a task or a number of tasks** * **List any ability to read drawings/directions/schematics/blueprints/site plan** * **List any experience in staying safe while working (Protective equipment (PPE), safety meetings, awareness of your surroundings)** * **If applicable, list keeping a clean work environment (clean as you go)** * **If applicable, list ability to Team and also work independently** * **If applicable, ability to raise your hand when help is needed** * **If applicable, ability to raise your hand if you make a mistake or damage something (don’t cover it up)** * **If applicable, ability to work with high quality (measure twice, cut once)** * **Electrical 2nd** |