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| --- |
| **Full Name**Phone # (xxx)xxx-xxxxaddressEmail |
| **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.
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# 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………**
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| * **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**
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