

Resumes



JOB SEEKER

■Jobsville, ON

■555-555-5555

■jobseeker@gmail.com

Highlight of Qualifications

- Ability to read and interpret blueprints
- Always maintained a clean and safe work environment
- Performed quality control checks and took corrective action when required
- Followed all Health and Safety policies and procedures
- Supervised, taught and informed co-workers of work requirements
- Excellent problem-solving skills
- Ability to work as part of a team to ensure optimum production

Demonstrated Abilities

Mechanical Assembly

- Retrieved materials/jigs in accordance with specifications and quality requirements
- Amended template records and paper master to incorporate all changes/updates
- Performed wiring and resting operations including basic troubleshooting
- Tested and identified product for pass or fail; repaired product test failures
- Verified correct component values, placement and polarity using manufacturer's drawings
- Notified coordinator of defective packs; completed minor modifications as instructed
- Disassembled, reassembled, maintained and cleaned equipment

Machining

- Programmed, edited, set-up and operated machines (plasma cutter, brake press, sheet metal shears, ink mills, spot welder, multi-spindle screw machine)
- Cleaned and inspected all machinery and parts, stopped machinery in different positions to monitor correct operation
- Measured and laid out work pieces, used micrometer and verniers to measure product
- Computed necessary dimensions on work orders
- Worked quickly and safely to ensure quotas were met and visually monitored product

Receiver/Forklift Operation

- Operated forklift to load trucks and move product to various areas within company
- Retrieved incoming customer equipment for repair, return or evaluation
- Scanned equipment and keyed data into a computerized system to generate labels/tags
- Applied labels/tags showing status of returned equipment
- Used hand cart/pallet truck to transport materials received to correct department or area

Work History

Technician	ABC Machining Services	Jobsville, ON	2016-Present
Forklift Operator	Warehousing Systems	Jobsville, ON	2012-2016
Line Production	Temp Services	Jobsville, ON	2010-2011

Education and Training

WHMIS 2015	Workplace Training	Jobsville, ON	2019
First Aid/ CPR "C"	St. John's Ambulance	Jobsville, ON	2018
Mechanical Technician	Fanshawe College	Toronto, ON	2010
Grade 12 Diploma	Jobsville High School	Jobsville, ON	2008

References Available Upon Request



JOB SEEKER

Belleville, ON

Tel: 555-555-5555

EMPLOYMENT OBJECTIVE

Obtain an Early Childhood Education position with the Hastings And Prince Edward District School Board

SUMMARY OF QUALIFICATIONS

- Early Childhood Education Diploma
- Valid CPR and First Aid Level C
- 4 Steps to Worker Health & Safety and WHMIS 2015 Training
- Knowledge of Day Nurseries Act and Ministry of Education policies/guidelines

RELATED SKILLS AND EXPERIENCE

Early Childhood Education

- Planned, organized and supervised crafts and games
- Encouraged co-operation and participation in children's work and play
- Supervised, monitored and cared for infants, toddlers and preschoolers during indoor/outdoor activities
- Taught songs and read stories
- Encouraged personal hygiene and self-help skills
- Served and monitored snacks and meal periods
- Prepared and monitored children for nap/quiet time and monitored throughout
- Supervised outdoor trips and excursions
- Assisted hearing impaired teens with print shop duties
- Maintained safe and clean environment as well as disinfected toys and meal areas

Administrative

- Planned activities to stimulate physical, cognitive and social development for all levels
- Accurately recorded attendance and progress reports
- Recorded progress report of speech delayed children
- Followed policies and procedures set out in the Day Nurseries Act and the Ministry of Education
- Met with parents to discuss child's progress and/or any concerns

EMPLOYMENT EXPERIENCE

Early Childhood Educator	ABC Daycare	Belleville, ON	2017 - 2019
Early Childhood Educator	Playland Nursery	Stirling, ON	2015 - 2017

EDUCATION AND TRAINING

WHMIS 2015 Training	Meta Employment Services	Belleville, ON	2018
First Aid/CPR Certification	Canadian Red Cross	Belleville, ON	2018
Early Childhood Education Diploma	Loyalist College	Belleville, ON	2015
O.S.S.D.	Moira Secondary School	Belleville, ON	2013



JOB SEEKER

Anywhere, ON

555-555-5555

seekerj@email.com

Employment Objective: Certified Dental Assistant, Level II**Summary of Qualifications**

- Dental Assistant Level II Certified
- Standard First Aid & CPR Level "C"
- WHMIS Training
- Bilingual (English/French)
- Microsoft Office Skills
- Excellent Customer Service Skills

Skills & Abilities**Dental Assistant**

- Assisted the dentist/hygienist during examination and provided dental instruments
- Prepared patients for x-rays, operated x-ray equipment as well as processed and developed x-rays
- Polished and cleaned teeth and applied fluoride as well as sealants
- Placed and removed rubber dam and applied topical anesthetics
- Performed teeth whitening procedures using tray based systems
- Took impressions, diagnostic casts, assisted in the placement of temporary crowns and restorative work
- Used proper protocols to assess emergency situations
- Sterilized and maintained instruments, prepared equipment and filling/restorative materials

Administration/Reception

- Greeted clients, scheduled appointments, reserved times for emergency and new appointments
- Invoiced patients for dental services, processed payments and requested funds from insurance companies
- Recorded information regarding dental procedures performed
- Ordered office and dental supplies as well as maintained inventory
- Documented data on patient records and charts as directed by Dentist
- Handled incoming calls and inquiries quickly and efficiently as well as scheduled patient follow-ups

Patient Care

- Educated patients regarding oral hygiene, proper brushing and flossing techniques
- Calmed patients by listening and answering questions regarding dental treatments
- Provided instruction on proper care and maintenance of pre-fitted appliances

Relevant Work History

Dental Assistant, Level II , Happy Smile Dental Centre, Anywhere, ON	2013 - 2019
Dental Assistant, Level II , Dr. J. Brown, Anywhere, ON	2012 - 2013
Dental Assistant/Receptionist (Placement) , Family Dentistry Office, Anywhere, ON	2011

Education & Training

Standard First Aid and CPR Level C , St. John's Ambulance, Anywhere, ON	2019
WHMIS Training , Workplace Training, Anywhere, ON	2019
Dental Assistant, Level II Diploma , City College, Anywhere, ON	2011
Grade 12 Diploma , Quinte Secondary School, Anywhere, ON	2007



***Welder with several years of experience and strong work ethic;
Works hard to meet high standards for quality and safety measures***

Welding Strengths

- Fitting/Welding using Plasma Carbon Arc
- Cranes
- AC-DC Engine Blocks
- Bolster Jacking Pads
- Big Battery Boxes
- Ductwork
- MIG Welding
- Torches
- Trunion machine
- Draft gear pockets
- Electrical Panels
- Locomotives Cabs
- King Pins
- Stick Welding

Work History

Welder/Stock Keeper, Electro-Motive Diesel

2000-2019

- ◆ Produced two locomotives per day, welding and fitting parts, testing equipment to ensure very high standards were met consistently
- ◆ Assisted with different departments including parts, underframe, cab, and finished assembly
- ◆ Managed Parts Material Control (PMC) by ordering parts, using computer to locate parts stored in plant, recorded inventory, and inspected parts
- ◆ Operated electric forklift to move parts from various locations to parts booths; removed kits or pallets from transport truck to storage area
- ◆ Used big magnets to lift raw material plates to electric rollers to transport goods to assembly line
- ◆ Put in machine shot blast to remove rust from raw material plates

Additional Welding Experience

- ◆ Versatile Welding Mobile, Enniskillen, ON
- ◆ Dynamic Engineering, Whitby, ON
- ◆ Darlington Plan, Bowmanville, ON
- ◆ Whitby Steel Inc. Whitby, ON
- ◆ Hampton Welding, Hampton, ON
- ◆ Tanton Fabrication, Ajax, ON

Training and Certifications

Production Welder, Gas Metal Arc Welding (GMAW), Canadian Welding Bureau (CWB)

All-Position Shielded Metal Arc Welding (SMAW) Canadian Welding Bureau (CWB)

Welder/Welder Fitter Diploma

Computer Skills: SAP Inventory Control Program



Christina D. Candidate

St. John's, NL

Phone: (000) 000-0000

E-mail: ccandidate@email.com

Career Target: Core Program Coordinator

*****Recipient of multiple and academic achievement awards*****

A committed Human Services Professional offering proven work experience and extensive volunteer service within the community. A hardworking and motivated individual providing outstanding customer service and support in varied business environments. Extremely reliable and trustworthy with the maturity to work well with minimal supervision. A team builder and role model with proven communication and interpersonal abilities, as well as sound administrative, financial, and computer skills.

Areas of expertise:

- ▶ Management Support
- ▶ Customer Service
- ▶ Team Leadership
- ▶ Problem Solving
- ▶ Crisis Intervention
- ▶ Case Management
- ▶ Counselling
- ▶ Behaviour Modification
- ▶ Program Development
- ▶ Life Skills Training
- ▶ Administrative Support
- ▶ Word Processing

*****Honours Bachelor of Arts in Psychology to be completed in June 2020*****

SELECTED ACCOMPLISHMENTS

- ▶ Supported the community through active involvement in two human service programs-the Angels Substance Awareness Committee and the Angels Heart Health Coalition
- ▶ Performed in a wide variety of volunteer work supporting community initiatives covering young offenders, troubled high school students and fundraising for sick children
- ▶ Catalogued and stored approximately 30 artefacts for the Angels Heritage Centre, ensuring that township journals and material were kept in impeccable order
- ▶ Assisted tourists by providing exceptional community information and resources, which sparked interest and promoted the tourism industry
- ▶ Created and delivered a children's heritage learning program in weekly 2-hour sessions, incorporating various resources including videos, crafts, and storybooks
- ▶ Provided exceptional customer service to over 200 campers and tourists visiting the region every week, and ensured park safety while meeting visitors' needs
- ▶ Received the Partners Bursary Award by the Ministry of Natural Resources for outstanding performance and service to Omagh Provincial Park
- ▶ Led a team of servers at Pizza Point and exceeded customer expectations by ensuring that exceptional customer service was provided to approximately 300 individuals each evening



Christina D. Candidate

Phone: (709) 555-1234

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PROFESSIONAL EXPERIENCE

Customer Service Representative

2018-present

Service Station, St. John's, NL

- Responsible for cash register operation sales, customer service, store set-up, and merchandising
- Accountable for all monetary transactions

Assistant Manager

2016-2017

Pizza Point, St. John's, NL

- Oversaw store operations in the absence of the Manager
- Accountable for food production, cash transactions, dealing with complaints, organizing staff, completing paperwork, and deposits

Gate House Attendant, Omagh Provincial Park

Summer 2014 & 2015

Ministry of Natural Resources, St. John's, NL

- Greeted campers and tourists and provide customer service
- Answered questions about the region, merchandise sales, and performed general maintenance

Angels Heritage Centre Assistant

Summer 2012 & 2013

The Omagh Public Library Board, St. John's, NL

- Responsibilities included heritage interpretation for the general public, instituting a children's learning program, cataloguing artefacts, taking inventory, and providing library support

FORMAL EDUCATION & PROFESSIONAL DEVELOPMENT

Honours Bachelor of Arts, Psychology

Expected June 2020

Memorial University of Newfoundland, St. John's, NL

- Member of Dean's Honour List
- Consistently achieved scholarships every year based on academic grades
- "Orientation Volunteer" providing a one-week program for new students

Management Courses

2016

Pizza Point, St. John's, NL

- Completed Basic Operations and Advanced Operations management courses

COMMUNITY WORK

Performed various volunteer work within the community including:

- CARES Correctional Centre for Young Offenders, anger management and coping skills training
- College Heights Secondary School, life and academic skills training for youth with behavioural problems
- Johnathon's Fund, fundraising for the Hospital for Sick Children in Toronto
- The Omagh Distress Centre, Distress Line Training



RORY CHAPMAN

HOME: 250-555-1234
CELL: 250-555-9876

SHIFT SUPERVISOR PAPER OPERATIONS

PROFILE

Safety-conscious, reliable and productive Machine Operator with over 24 years' experience in paper production, poised to contribute to the company's goals in a leadership role. Effective communicator who works well in team environments and demonstrates leadership through solid work ethic, proactive approach to problem solving, and providing ongoing support and training to crew members. Well-developed production, safety and troubleshooting skills from various roles within CorePro including a working knowledge of the mechanical pulping and papermaking process and an impeccable safety record.

✂ Systematic ✂ Methodical ✂ Solution Focused ✂

Highlights of progressive spanning over 24 years includes:

CONTRIBUTIONS

- Chairman and Secretary of Safety Committee for five years
- Seamless operation of machinery and equipment; consistently meet and exceed targets
- Training and mentoring of new crew members; trainer for Fourth Hand Program
- Company representative during offsite visits to printing presses
- No lost time due to injury or illness for entire 24-year career
- Shop steward
- Paper Dry Loss

CERTIFICATIONS

- Forklift
- Safety
- Propane
- Crane

MECHANICAL

- Welding
- Pneumatic air tools
- Small engine repair
- Gear setting

EMPLOYMENT PROFILE

CorePro, Hampton, ON

1999-present

Paper Maker

- Monitor and maintain instruments including temperature and pressure gauges, ensuring optimal processing conditions and limited downtime
- Set-up and adjust machine controls to regulate material flow, temperature and pressure
- Effectively communicate processing instructions to other workers and crew members
- Accurately maintain logs of instrument readings, test results, and shift production
- Document production information to computer databases
- Report all safety issues to management; make recommendations for improvement

Belleville, ON

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