

# Resumes 2



# JOB SEEKER

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## SUMMARY OF QUALIFICATIONS

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- Safety conscientious and WHMIS 2015 Certified
- Emergency First Aid and CPR Level "C"
- Experience working in manufacturing and production
- Contributing and hardworking team member

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## RELEVANT SKILLS & EXPERIENCE

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- Set-up, operated and monitored high speed production line with minimal downtime, completed changeovers
- Performed regular maintenance and safety inspections on machinery; ensured production was not stopped
- Kept production machinery supplied with raw materials, reported shortages to machine operators
- Assisted with disassembling, cleaning, sanitizing and reassembling machinery
- Adhered to safe working regulations
- Assembled product according to manual aids/diagrams, ensured specifications were met
- Performed physical inventory count and tagged product, scanned product and keyed in data into computerized system, conducted visual inspection on finished products
- Packed product into bin; ensured correct amount of product was packed in each case, palletized finished goods, recycled rejected product
- Monitored and performed random weight checks
- Inspected returned products for repacking and resale
- Maintained accurate inventory records, performed quality control checks
- Responsible for the loading of trucks, warehousing and piling product cases in their assigned areas
- Worked as part of a team in a busy environment; stayed until daily requirements were met
- Attended daily shift meetings and reviewed work in progress with previous operator
- Resolved process problems independently or as part of a group
- Responded to call-ins to complete order adjustments and meet customer deadlines
- Experienced working in a rotating work environment at various work stations
- Followed Health, Safety and ESD requirements
- Completed log and time sheets, maintained detailed logs
- Trained new staff in safe production

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## WORK EXPERIENCE

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<i>Production Labourer</i>	Travelsystems	Jobsville, ON	2018-Present
<i>Line Production</i>	XYZ Production	Jobsville, ON	2015-2017
<i>Production Assistant</i>	ABC Temporary Services	Jobsville, ON	2012-2015
<i>Mushroom Harvester</i>	Jobsville Mushroom Farm	Jobsville, ON	2010-2012

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## EDUCATION

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<i>WHMIS 2015</i>	Workplace Training	Jobsville, ON	2019
<i>First Aid/ CPR "C"</i>	St. John's Ambulance	Jobsville, ON	2018
<i>Grade 12 Diploma</i>	Jobsville High School	Jobsville, ON	2010

References Available Upon Request



# Jane M. Lawrence

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## Targeting Office Management Opportunities

Administrative professional eager to leverage five years of experience and office management certification to secure an office manager position. Highly organized, efficient and skilled in a variety of office support tasks, including:

- Office Organization & Administration
- Records & Database Management
- General Bookkeeping (A/P & A/R)
- Telephone & Front Office Reception
- Spreadsheets & Reports
- Scheduling & Calendaring
- Meeting & Event Planning
- Filing & Data Entry (75 WPM)

### Experience

ACME INC. — Sometown, ON — *Midsized marketing and PR firm*  
Office Assistant, 2015 to Present

**Provide administrative and executive support within busy office. Manage executive team's calendar; plan client meetings; prepare reports, spreadsheets and presentations; manage records; and administer database. Results:**

- Earned "outstanding" ratings on annual reviews for the past three years. Recognized for high-quality work, organizational strengths and exceptional customer service delivery.
- Praised by supervisor for excellent performance as interim office manager (supervising three staff) during her eight-week leave.
- Became Acme's primary creator of PowerPoint presentations and the main troubleshooter of MS Office issues.
- Excelled within deadline-intensive environment, ensuring the accurate and on-time completion of all projects.

ABC Agency — Sometown, ON — *Professional temp services agency*  
Administrative Assistant / Receptionist / Payroll Clerk, 2013 to 2015

**Handled temporary assignments for diverse clients (e.g., high tech, manufacturing, real estate, government and education). Results:**

- Demonstrated the ability to learn new organizational processes, workflows, policies and procedures with minimal ramp-up time.
- Identified billing errors and recovered \$5,500 in vendor overpayments. Implemented tracking mechanisms to prevent future recurrences.
- Created databases and spreadsheets that improved inventory management and reporting accuracy.

### Education

XYZ Community College — Sometown, ON  
Certificate in Office Management, 2013. *Program Highlights:*

- Organizational Management
- Business Communications
- Leadership & Supervision
- Project Management
- Human Resource Management
- Office & Computer Systems
- Critical Analysis
- Interpersonal Relations

SOMETOWN HIGH SCHOOL — Sometown, ON  
High School Diploma, 2010

"...Jane's administrative and customer support skills are second-to-none...shows exceptional attention to detail while maintaining a heavy workload...a team player and a consummate professional..."

**2018 Performance Review Excerpt**  
**Acme Inc.**

"...Your excellent work as interim office manager shows that you are ready to assume increased responsibilities..."

**2017 Performance Review Excerpt**  
**Acme Inc.**

"...Jane's outstanding planning, multi-tasking and organizational skills have kept the office running smoothly..."

**2016 Performance Review Excerpt**  
**Acme Inc.**

### Computer Skills:

MS Word, Excel, PowerPoint, Access, Outlook, Visio; ACT!; Oracle; Windows XP/Vista



## Carl Gibson

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### ❖ ❖ GENERAL LABOURER ❖ ❖

Energetic, safety oriented individual offering 5+ years' experience in manual labourer work. Particularly effective in merchandise packing and transportation, terrain smoothing, scaffolding and digging.

#### CORE COMPETENCIES

Forklift/Pallet Jack	Roof paneling	Inventory management
Supplies management	Building maintenance	Packing and shipping
Quality control	Waste disposal	Housekeeping
Heavy lifting	Loading and unloading	Power equipment operation

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#### PROFESSIONAL EXPERIENCE

##### General Labourer | Mission United Warehouse, Roseville, ON | 9/2017 – Present

- Transport merchandise between receiving stations
- Maintain relevant inventories
- Lift, carry and pack merchandise
- Check merchandise for damage and perform repairing tasks before dispatching for shipping

##### Key Achievements:

- Exceeded production quota at the warehouse by 30% through application of efficient strategies for speedy and high quality production
- Fixed a minor forklift pallet jack issue and saved the warehouse from big repair costs

##### Labourer | Carus Corporation, Roseville, ON | 5/2015 – 9/2017

- Operated industrial power machinery efficiently
- Carried out digging, leveling and paneling tasks as per requirement
- Assisted in construction and building maintenance tasks

##### Key Achievements:

- Assembled scaffolding for a whole floor independently when staff was short
  - Demonstrated OSHA safety guidelines compliance at the warehouse and implemented the same
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#### ADDITIONAL STRENGTHS

- Valid Driver's Licence
  - Computer applications, data input
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#### EDUCATION

Diploma	R.J. High School, Roseville, ON	2015
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# Mark Smith

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## Career Goal: Construction / Carpenter's Assistant

Reliable, quality-focused labourer seeking a full-time position in the industry. Offer hands-on building and remodeling skills gained through experience as a home remodeling assistant and sales assistant for ABC Home Improvement Store. Strong knowledge of residential construction and remodeling techniques, tools, equipment and materials.

## Renovation Skills

- Insulation & drywall work
- Painting & finishing
- Demolition
- Roofing & siding
- Patio/hardscaping
- Tile & trim work
- Window & door installation
- Cabinetry & appliances installation
- Handicap accessibility projects

## Experience

**ABC HOME IMPROVEMENT STORE**, City, ON (*Leading national building supply retail chain*)

**Sales Associate, Tool Department**, 5/14 to Present

Meet department's sales and service objectives and handle special orders, delivery services and inventory tracking. Interact extensively with customers, answering questions and recommending products that meet their needs. Selected Achievements:

- Completed extensive training in sales and customer service, as well as specialized training in multiple product areas including tools, electrical, plumbing, lumber, flooring, lighting, hardware and garden.
- Developed a solid knowledge of an extensive array of tools, hardware and building materials.
- Helped increase sales to #1 ranking district-wide for five consecutive months - a first for the department.
- Commended for excellent consultative sales and customer service skills on performance reviews.

**DEF COMPANY**, City, ON (*Residential construction and remodeling firm*)

**Renovator (part-time)**, 06/16 to Present

Assist owner with residential remodeling projects, including carpentry, roofing, plumbing, masonry and tile work. Ensure optimal work quality and customer service. Selected Achievements:

- Assisted in the completion of 12 home remodeling projects (budgets up to \$150K). Projects ranged from installing simple fixtures to doubling the square footage of a home.
- Gained practical, hands-on knowledge of all aspects of home construction and remodeling.
- Earned a reputation as a trusted assistant: *"Mark is my right-hand man...I can always count on him to show up early, produce high-quality work and keep a positive attitude throughout the day..."*  
– Richard Sussex, Owner

## Education

**ZYX High School**, City, ON

- HSC 2015

Willing to travel ■ Valid G driver's licence ■ Excellent work references



# ANNA JOHNSON

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## OBJECTIVE

Seeking a Personal Support Worker position with Quality Home Care, to utilize my skills and practical experience while providing quality companionship and care to clients.

## KEY QUALIFICATIONS AND STRENGTHS

- Over 4 years of verifiable experience as a Personal Support Worker
- Highly skilled in providing companionship, personal care and assist in adjusting to new lifestyles
- Able to react quickly in emergency situations with sound judgment
- Proven record of treating clients, coworkers and family members with courtesy and respect
- Demonstrated ability to maintain a safe working environment for self and clients
- Proven ability to work without supervision
- Compassionate, tolerant and caring nature
- Expert in light housekeeping duties
- Languages: English and Spanish

## EMPLOYMENT HISTORY

The HomeCare Source – Granite Bay, ON | Month/Year – Month/Year

### **Personal Support Worker**

- Cared for clients providing respite and palliative care within the community
- Managed bedside and assisted in personal hygiene, toileting and ambulation
- Performed light housekeeping duties; cooking, cleaning, washing and errands
- Instructed and informed clients on health care issues regarding hygiene and nutrition
- Prepared and maintained records of client development
- Reported any variation in client's physical or mental health to care manager
- Assisted clients in transportation using a car
- Provided clients with communication support

## EDUCATION AND TRAINING

- Personal Support Worker Diploma: ABC College, City, ON
- Dementia and Palliative Care
- First Aid/CPR/AED Level "C"
- Valid driver's licence with clear driving record

## ADDITIONAL CAPABILITIES

- Able to handle multiple tasks or functions and work independently
- Profound ability to ensure privacy and maintain protection of all client information
- Familiar with principles of infection control and universal precautions
- Thorough understanding of using equipment properly and in a safe manner
- Own reliable vehicle
- Current insurance coverage



# Shane Vilmer

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## Awards

**Three-Time "Employee of the Month,"** Store-Mart, 0000 to 0000

**"Peak Performer Award"** (for cash-handling accuracy), Store-Mart, 0000, 0000, 0000

## Technology

Skilled at operating computerized cash registers, scanners and affiliated POS systems

Basic skills in MS Word and Excel

## Experienced Retail Clerk

- Retail sales clerk known for exemplary customer service, team player mindset and exceptional cash-handling accuracy.
- Five-year record of dedication and dependability reinforced by consistent "exceeds expectations" ratings on performance reviews and multiple "Employee of the Month" honors.
- Backed by excellent interpersonal skills and a commitment to customer service that has been described as "second-to-none" by employers.

## Retail Skills

- Retail Sales
- Cash-Handling Accuracy
- Credit Card Transactions
- Customer Service Excellence
- Loss Prevention
- Merchandising & Stocking

## Experience

STORE-MART / DISCOUNT RETAIL CO., Sometown, ON

*Big-box retail store locations with up to \$2.6M in annual sales.*

**Retail Sales Clerk,** 0/00 to Present

Courteously greet customers and efficiently process transactions within busy, fast-paced retail environments. Operate cash register, scanners and computers to itemize and total customer purchases; collect payments and make change for cash transactions; and balance drawer at the end of each shift. Assist with store stocking, floor-sets and opening/closing procedures.

### **Accomplishments:**

- Repeatedly named "Employee of the Month" in recognition of excellent job performance and customer service.
- Commended by supervisors for flexibility in changing work hours when asked and filling in during scheduled off-days for absent employees.
- Honored with repeated awards for cash handling accuracy, with zero overages/shortages month-over-month.
- Displayed a positive, helpful attitude on a daily basis that was consistently praised by customers and employer.

## Education

Sometown High School, Sometown, ON

**High School Diploma,** 0000

Available for all shifts and extended evening/weekend hours



# MICHEAL HOLMES

▪ Brighton, Ontario  
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## HIGHLIGHT OF SKILLS AND ABILITIES

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- Safety-conscious with extensive experience operating large-scale equipment involving industrial, municipal, and residential construction-site preparation
- Excel at coordinating site preparation and guiding crews to complete jobs on time and to specifications.
- Outstanding safety record; ensure continuous availability of equipment through steadfast focus on regularly scheduled maintenance and comprehensive safety inspections
- Effective communication skills demonstrated through positive interactions with site managers, outside contractors, and junior on-site staff
- Commended as hardworking team player; remained flexible and committed to ensuring on-time project completion

## PROFESSIONAL EXPERIENCE

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### Equipment Operator/Supervisory

- Operated several types of heavy construction equipment such as backhoes, skip loaders, front loaders, stompers, boom trucks, sweepers and graders
- Oversaw and directly performed extensive site preparation activities for company specializing in major industrial construction projects
- Examined site conditions and conducted soil analyses
- Coordinate major equipment repairs with vendors and performed daily safety and operability inspections
- Supervise team of four equipment operators, providing training to optimize workflow and ensure operations comply with regulatory requirements
- Achieved 96% operability rate for equipment due to continual emphasis on regular maintenance and inspection
- Demonstrated strong capacity for team building by leading site preparation team to complete mission-critical projects on time or ahead of schedule
- Excavated foundations, leveled sites, prepared drainage and sewer lines, and performed gravel backfilling
- Read and interpreted blueprints with accuracy

### Maintenance

- Identified equipment needs to complete multiple projects targeting street, sidewalk, and sewer line construction, maintenance, and repair
- Ensured optimal operating condition of equipment; performed minor fixes and reported major repair needs to management
- Trained junior maintenance staff on equipment safety
- Commended for dedication and commitment; held perfect attendance record for three years
- Maximized equipment uptime by suggesting improvements for reporting and completing repairs

## EMPLOYMENT HISTORY

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<b>Lead Equipment Operator</b> , Limestone Momentum, Frankford, Ontario	06/2010 - Present
<b>Senior Maintenance Worker</b> , Rockin' Earthworks, Picton, Ontario	03/2007 - 06/2010
<b>Equipment Operator</b> , Macondo Industrial, Inc., Napanee, Ontario	01/2003 - 02/2007

## EDUCATION AND TRAINING

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**Class 'D' Commercial Driver's License**  
**Heavy Equipment Certification**  
**OSSD**

**On-site Equipment Safety Program**  
**Confined Spaces**  
**Working at Heights**



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**Skills and Qualifications**

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- Over 7 years of experience as an A/Z Driver
- Effective communication skills
- Clear Abstract and CVOR
- Familiar in driving in all weather conditions
- Skilled in map reading and following computerized routes
- Strong time management skills

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**A/Z Driver - Long Haul Experience**

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- Operated transport truck to transport paper goods and other materials
- Oversaw all aspects of vehicles, such as condition of equipment, loading and unloading, and safety and security of cargo
- Performed pre-trip inspection of vehicle systems and equipment such as tires, lights and brakes
- Performed emergency roadside repairs
- Obtained special permits and other documents required to transport cargo cross border to US
- Recorded cargo information, distance travelled, fuel consumption and other information on on-board computer
- Communicated with dispatcher using on-board computer

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**Relevant Employment**

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**A/Z Driver** - Fleet Services, Bowmanville, Ontario 2012-Present

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**Additional Employment**

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**Labourer** - G & R Construction, Brighton, Ontario 2007-2011

**Roofer** - ABC Roofing, Trenton, Ontario 2006

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**Education & Training**

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**A/Z Licence** - TTCB Transport Training, Kingston, Ontario 2012

O.S.S.D., E.N.S.S., Brighton, Ontario 2006

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**References Supplied Upon Request**

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