

Sample Student
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CNC Machining

CNC machinist with knowledge of programming, monitoring, troubleshooting, and maintaining CNC devices. Ability to set up and operate CNC machines including drills, lathes and milling equipment. Strong technical and mechanical aptitude with attention to detail and accuracy.

Additional competencies include:

- Read and interpret blueprints, drawings and schematics
- Familiar with turning, grooving, drilling, boring, threading and the use of cutting tools
- Perform routine machine maintenance, and monitor tool wear
- Maintain safe operations by adhering to OSHA safety procedures and regulations

EDUCATION

Harper College, Palatine, IL
Pursuing CNC Operator II Certificate
CNC Operator I Certificate

Expected August 20xx
March 20xx

WORK EXPERIENCE

A1 Auto Repair, Gilberts, IL

February 20xx to Present

Auto Mechanic

- Perform routine service on vehicles for preventative maintenance oil changes and tire rotations
- Repair transmissions and engines and replace brakes, lights and rotors
- Use technology to check computer systems to diagnose and find error codes to repair vehicle
- Lift heavy items for stocking and repair purposes
- Maintain clean work environment for safety

Target, Rolling Meadows, IL

October 20xx to January 20xx

Crew Member

- Provided high quality customer service to enhance customer's purchasing and payment process
- Managed and maintained displays as indicated by store manager's instructions
- Educated customers on available product options to meet and exceed customer service experience
- Investigated and resolved customer complaints
- Replenished shelves with products and ordered more supplies as needed

Blooming Flowers, Elgin, IL

May 20xx to September 20xx

Garden Center Associate

- Greeted and responded to all calls and visits by customers in friendly and professional manner
- Assisted with general nursery maintenance, watering and pruning plant material
- Maintained clean and organized department
- Received and stocked inventory