

Sample Student
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CNC Machining

EDUCATION

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

Expected August 20xx
March 20xx

SKILLS

- Set up and operate CNC machines including mills, and lathes
- Familiar with turning, grooving, drilling, boring, threading and the use of cutting tools
- Read and interpret blueprints, drawings and schematics
- Ability to take accurate measurements
- Strong technical and mechanical aptitude
- Familiar with OSHA safety standards and procedures

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