**Sample Student**

Schaumburg, IL 60122

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**WELDER**

Detail-oriented, with a strong educational foundation and hands-on experience utilizing multiple welding techniques. Ability to interpret blueprints and schematics and use mechanical instruments. Strong commitment to following safety protocols and producing high-quality results. Excellent communication, organization, and teamwork skills.

**EDUCATION**

**Harper College**, Palatine, ILBasic Welding Certificate May 20xx

American Welding Society (AWS) SENSE Level 1 - Entry Welder May 20xx

**SKILLS AND QUALIFICATIONS**

* Perform: GMAW (MIG), GTAW (TIG), SMAW (Stick), FCAW welding and brazing and cutting with Oxy-Acetylene torch on steel, stainless steel, and aluminum
* Read and interpret blueprints, drawings, and schematics
* Experience in effective use of mechanical instruments including power and hand tools
* Welding safety

**WORK EXPERIENCE**

**Gat’s Heating and Air Conditioning**, Schaumburg, IL June 20xx to Present

Clerical Assistant

* Answer phones, schedule service calls, and make reminder phone calls to customers
* Send out invoices, open mail, and make daily banking deposits
* Collaborate with dispatcher to ensure smooth workflow and organization operations
* Perform monthly inventory of parts and report to manager items needed to be restocked
* Follow up with customers to ensure work was completed to customers’ satisfaction
* Keep showroom and storeroom organized and cleaned

**Portillo’s**, Schaumburg, ILMay 20xx to June 20xx

Crew Member

* Took orders from customers, assembled food items from line for each order and checked food orders before handing to customers
* Swept floor, cleaned tables, refilled napkin and silverware containers throughout the day and before restaurant closing
* Filled in on food preparation line when needed

**VOLUNTEER ACTIVITY**

**The Anti-Cruelty Society**, Chicago, ILSeptember 20xx to Present

* Work with staff to help with the daily care, training, and placement of adoptable animals
* Groom dogs and cats, assist in socialization of animals and answer adoptive family’s questions