

Sample Student
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WELDER

EDUCATION

Harper College, Palatine, IL
Basic 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 Dispatch to ensure smooth work flow 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 neatly organized and cleaned

Portillo's, Schaumburg, IL May 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, IL September 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