

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, 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
Clerical Assistant

June 20xx to Present

- 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, IL
Crew Member

May 20xx to June 20xx

- 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