

NAME FIRST LAST
Address
Los Angeles, CA 90000
email@gmail.com
(999)999-9999

SUMMARY

Assertive, self-motivated, hardworking, reliable person; willing and able to work with others effectively and safely to complete all tasks assigned. Open to learning new skills and meeting objectives to accomplish the company's mission. Seeking a full-time position where my experience, skills and abilities can be best utilized.

EMPLOYMENT HISTORY

FSP-PIA, Office and Administration / Clerk, Represa, CA 2012-2019

- Customer Service
- Computer Skills (Word, Excel, Access, Enterprise Resource Planning LX)
- Database recordkeeping, spreadsheets, and tracking of purchases
- Research products and quoting
- Orders of materials and parts
- Maintained weekly and monthly Safety Data Sheet and perpetual inventory

FSP-PIA, Metal Products / Clerk, Represa, CA 2009-2012

- Metal preparation / fabrication / Spot welding
- Maintain shop inventory and supply
- Protective protection equipment (PPE)
- Maintained hand tools, materials and parts
- Ordering through three bid quote process

CTF-Fabric Products, Machine Operator, Soledad, CA 2003-2009

- "Juki" Sewing Machine Operator
- Clothing fabrication using single/double stitch, serge, overlock, hem techniques

CAL-Maintenance, Carpenter, Calipatria, CA 2001-2003

- Basic carpenter skills and use of related tools
- Building cabinets, shelves, bookcases, etc.

CAL-Computer Refurbishing, Technician, Calipatria, CA 2000-2001

- Disassembling / assembling computers
- Restoration / refurbishing basic computer systems

CCI-Furniture Fabricators, Assembler / Machine Operator, Tehachapi, CA 1997-1999

- Assembled furniture
- Cut-off saw operator
- Straight-line saw operator

EDUCATION & CERTIFICATIONS

GED

Customer Service Specialist (Lic. #CSS149158)

Forklift Operator (Lic. #1113244)

Certificates

- Industry Safety and Health
- Portable Power Tools / Hand Tools
- Metals / Non-Metals in the Plant
- Troubleshooting Skills
- Reading Schematics / Symbols / Blueprints
- Making Measurements / Mathematics in the Plant

*CA Education Department
ETA International
Overton Safety Training, Inc.*