

# Your Name Here

12345 Matterhorn Drive • Reynoldsburg, OH 43068-1716

Residence: (614) 123.4567

**Objective:** To contribute my experience and knowledge in an administrative position.

**Synopsis:** Self-starter with involved style of leadership. Excellent communicator with the ability to elicit interest, enthusiasm, drive and energy using a common sense approach. Adept at sizing up situations, analyzing facts and developing alternative course of action in order to achieve, even exceed desired results.

## Qualifications:

- Extensive supervisory experience
- Exceptional training and instructional skills
- Strong administrative and organizational skills
- Proficient with Microsoft Excel and Microsoft Word
- Familiar with word processing, creating tables, charts, spreadsheets, and presentations

**Experience:** General Motors Corporation / Delphi Automotive Columbus, OH  
**Skilled Trades Advisor** Mar 1965 to Present

- Supervised skilled trades personnel for over 26 years
- Responsible for training, monitoring safety procedures, environmental policies, ordering supplies and being an administrator of personnel policies
- Supervisor of building facilities, construction and Fire Brigade
- Communicate my team's progress on a daily basis to management
- Submit monthly and annual reports to management

US Army Fort Lee, VA  
**Specialist E-5** Nov 1965 to Nov 1967

- Supply Clerk duties

**Education:** Franklin University Columbus, OH  
**Industrial Management** 1989

General Motors Apprenticeship Columbus, OH  
**Millwright** 1976

## Accomplishments:

- President of Briarcliff Civic Association
- Trustee Chairman, Friendship Missionary Baptist Church
- Candidate for the Reynoldsburg City Council

## Skilled Trade/Training:

- Electrical, pipefitting, millwright, carpentry, and painting skills
- General Motors Safety Training - Hazardous Waste Training
- General Motors Quality Assurance Training
- General Motors Supervisory Training

**References:** Available upon request

# Your Name Here

1234 Blackthorn Place  
Columbus, Ohio 43224

Phone: (614) 123.4567

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## Job Targets:

Receiving Clerk/ Warehouse Distribution/ Clerical Assistant or Customer Service Representative

## Qualifications:

### People Skills

- Able to work as a team player or independently
- Ability to please customers under all circumstances; Cheerful personality

### Office Related Skills

- Typing 30 words per minute; Professional phone etiquette
- Ability to answer a ten line phone system and convey accurate messages
- Familiar with Microsoft Word 97 and Excel 97
- Knowledgeable with tables, charts, sorting text, and spreadsheets
- Familiar with office procedures and equipment such as copier machines, the Pitney Bowes mailing scale, fax machines, personal computers, AS400 systems, and printers
- Excellent proofreading skills, analytical skills, and exceptional listening skills

### Warehouse Related Skills

- Forklift driver experience
- Ability to handle heavy work loads, set priorities and meet deadlines
- Able to lift 60 lbs. and neatly stack boxes

## Employment:

### Hardaway License Agency

#### Clerk

Verified applicant information. Distribute license and plates. Answer phones. Data entry. Took applicant pictures. Immigrant processing. Took classes on the following: Applicant verification, phone skills, and criminal awareness.

**Columbus, Ohio**

08/01 to 08/02

### Simco

#### Shipping/Receiving Clerk

I filed and maintained records of all incoming orders. I typed orders into the computer system. Was responsible for keeping the database files updated. I made adjustments to needed orders and printed different reports for management. Opened and inspected orders. Created computerized labels for shipments. Loaded and unloaded shipments. Participated in our annual inventory.

**Columbus, Ohio**

06/99 to 04/01

### Shonac Corporation

#### Receiving Clerk

**Columbus, Ohio**

09/97 to 04/99

I filed and maintained records of all incoming orders. I typed orders into the computer system. Was responsible for keeping the database files updated. I made adjustments to needed orders and printed different reports for management. Opened and inspected orders. Created computerized labels for shipments. Loaded and unloaded shipments. Participated in our annual inventory.

**Graphics Industries**

**Columbus, Ohio**

Accounting Clerk

01/94 to 04/94

Was responsible for maintaining all customer account records. Performed accounts receivable and accounts payable duties. Made deliveries when needed.

**UPS**

**Columbus, Ohio**

Auditing Clerk

04/93 to 01/94

Was responsible for filing and ordering supplies. Downloaded data from the Internet and uploaded data into their computer system. Scanned orders and shipments received into the computer system. Worked primarily independently.

**Dairy Mart**

**Columbus, Ohio**

Cashier

12/91 to 06/93

Was responsible for calculating items into the system. Audited my cash drawer at the end of every shift. Made bank deposits when needed.

**Education:**

**Technology Education Center**

**Columbus, Ohio**

*Accounting*

1993 to 1994

**U.S. Navy Branch**

**USS Shreveport LPD12**

1988 to 1990

**Mifflin High School**

**Columbus, Ohio**

**South East Career Center**

1986 to 1988

**References:** Available upon request

# Your Name Here

1234 Smith Road  
Columbus, Ohio

Home: (614) 123.4567 Pager: (614) 123.4567

**Objective:** A position in which my experience and education will have valuable application

## Summary of Qualifications:

- Computer literate; knowledge of Microsoft Word, Excel, PowerPoint and Access
- Strong leadership skills
- Ability to set priorities, handle heavy work loads, and meet deadlines
- Able to work as a team player or independently
- Strong knowledge of office practices and procedures

**Experience:** Military Columbus, OH

### **Operations Sergeant**

Supervised three personnel which orchestrated the operations section for the battalion. Assisted the Operations Officer in preparing and supervising the execution of training within the command. Maintained training library, training aids, etc; prepared applications for Army service schools and extension courses using ATRRS; procure training areas, ranges, etc; maintained records of various training related programs.

Military Columbus, OH

### **Preventive Medicine NCO**

Physical Exam coordinator for the medical brigade and the state. Processed personnel actions such as: Enlisted Promotions, transfers, Military occupational specialty orders, request for separations, and reduction orders.

Military Westerville, OH

### **Readiness NCO**

Served as Platoon Sergeant for 2nd Platoon and Unit Readiness NCO. Supervised the command training program and supervised three full time staff members. Communicated with Recruiting to maintain appropriate unit strengths.

Military Columbus, OH

### **Supply Sergeant**

Coordinating the logistics of supply, maintenance, transportation, storage of supplies and equipment, and the maintenance of material records; coordinating the transportation, storage, handling, and the disposal of hazardous material or hazardous waste.

**Education:** Vincennes University Vincennes, IN  
**General Science** Anticipate June 2001

**References:** Available upon request