

## **Need A. Job**

123 Around Your Way, Somewhere, Alabama 99999 • (205) 777-9311  
needajob@gmail.com

### **Qualifications**

Experience working in a fast-paced, demanding environment. Tradesman and customer service skills. Trustworthy, ethical and dependable. Confident and poised in interactions with individuals at all levels. Committed to confidentiality and privacy in high security settings. Task oriented and able to multi-task very efficiently and effectively.

### **Experience**

#### *Tradesman Craft and Support*

- Operated industrial equipment including floor machines, carpet extractors, floor dryers and blowers.
- Maintained a sanitary environment, consistently met OSHA regulations.
- Loaded and unloaded delivery trucks of various debris from construction, both independently and within a team.
- Entered and retrieved outgoing and incoming inventory.
- Performed demolition/restorations on various infrastructures including elevator shafts, rooms, abandoned buildings, and foundations.
- Transported delivery trucks, commercial vehicles and construction equipment to include removal of construction debris.
- Responsible for transporting payroll and various accounting information from banks to headquarters.

#### *Customer Service and Relations*

- Demonstrated ability to maintain composure and work efficiently in a fast-paced environment while responding to incoming and outgoing customer requests for service.
- Organized stock area and sales floor; responsible for displaying new merchandise.
- Operated a cash register.
- Secured and maintained safe environment for arriving and current hotel guests.
- Supported and mentored children ranging from preschool to kindergarten.

#### *Management and Supervision*

- Trained new hire orientations.
- Key holder, responsible for opening and closing retail space.
- Supervised a small staff and performed cash reconciliation for register.
- Lead an eight member team leader while facilitating extracurricular activities for children with special needs.

### **Employment History**

Maintenance, Alliance Cleaning Company Brighton, MA (2004-2006)

Store Supervisor, Bessemer Best Thrift Store Bessemer, AL (2000-2004)

Utility Worker, Richardson Brothers Construction Bessemer, AL (1997-1999)

Security Guard, Northeast Security Boston, MA (1996-1998)

Driver, Corporate Express Malden, MA (1995-1997)

Corps Member, City Year Corps, Inc. Boston, MA (1994-1995)

### **Education**

High School Diploma, Dorchester High School (1994)

### **References**

Available upon request