|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | A B O U T M E |  | |  | JoHN DOE  josephDOE@gmail.com Objective To obtain a position for a leading professional in the El Paso or Phoenix areas. Seeking a gratifying company that offers growth opportunities. certifications & Skills EPA Universal Certification  R-410a Certification  Electrical Certification  Proficient in Microsoft Word, Office, and Excel  Familiar with power and hand tools, gauges, and meters Experience**Sizzling platter** – delivery truck driver(January 2023-November 2023) Drove a 26-foot box truck around El Paso and Las Cruces delivering donuts to various Dunkin’ Donuts locations. Worked night shifts and day shifts in the same week for at least 8 months. **Covid-19 Testing Site** – Site Lead(July 2020-June 2022) Worked as a site lead at a drive-up testing site. Responsibilities include managing schedules, resolving disputes among workers and patients, traveling all over the country to create and help other sites, and enforcing strict Covid -19 safety procedures. **Corner Bakery** - Baker(June 2018-August 2019) Managing stock and baking when the supply ran low. Simultaneously ran the baking station and the dishwashing station. Remained flexible in order to work all three shifts, sometimes multiple a day, if necessary. **ACME** – Third party propositional banker(April 2016-May 2017) Working in a casino with large amounts of money. Responsible for monitoring a table to ensure that all payouts are proper and that no customer gets out of hand. Build rapport with regulars to improve customer satisfaction.  **References Available Upon Request** |
| A versatile student with an appetite for learning. Looking for permanent career opportunities to support myself and my family. | | | | | |
|  | C O N T A C T | | | |  |  |
|  | | JosephDoe@gmail.com | | | |  |
|  | | (915) 123-4567 | | | |
|  | |  | | | |
| El Paso, TX | | | | | |
|  | | | | | |
|  | | E D u c a t i o n | | |  |
|  | | | | | |
|  | | Western Tech AD in Occupational Studies Grad Date: April 2024 | | | |
|  | | UC San Diego 2013-2016 (Unfinished)  Santa Fe High School (CA)  Grad Date: 2013 | | | |

