

Your Name
1234 Main Road
Your City, MO 55555
(555) 555-5555
yourname@email.com

PROFESSIONAL SKILLS

Management
Driver's Log Book Entry
Line Running
Inventory/Sales
Ink Formulating
Satellite Positioning/Meter Reading

CDL/OTR Driving Experience
Air Tools
Fork Lift/Scissor Lift
Customer Service
Measuring Scales

HVAC
Satellite Programming
Lab Formulas/Color Matching
Satellite Meter/Compass
Application Processing

EMPLOYMENT HISTORY

Contract Work

5/2014 to Present

Position – Sub-contractor (Satellite and HVAC)

Duties - Installation of security and phone lines, camera installation and setup, satellite dish, pre-wire, cable (RG-6, Cat-5, etc.), customer service, maintenance, HVAC maintenance and service, heating and cooling line installation, line and pipe cutting, indoor and outdoor service and installation

My business

2/2010 to 5/2014

Position – Owner/Installer

Duties - Satellite installation (outdoor and indoor), equipment sales and advertising, cable line positioning and installing, customer service, supply inventory and ordering, account invoicing, customer application processing, supervised up to two employees when needed, small business operations, customer credit checks and account setups

Color Corp

3/2000 to 1/2010

Position(s) – Production Plant Manager (3/2002 to 1/2010) and Production worker (3/2000 to 3/2002)

Duties - Ink formulation, employee supervisor, payroll, client relations, manager duties, employee training and performance evaluation, employee hiring and firing, loading and delivering, formulation, hazardous material handling, OSHA compliance, measuring

EDUCATION and TRAINING

- CDL Class A with Doubles, Triples, and Tanker
- Hughes Net Satellite Internet Installation Certification
- SBCA (Satellite Broadcasting & Communications Association) Certification
- Yearly managers meeting/training courses
- High School, KC, MO 1999

AWARDS & RECOGNITIONS

Youngest production manager for Color Corp
Manager of the quarter several years in a row