Jane Doe
1234 Main Street
Kansas City, MO 11111
myemail@yahoo.com
555-555-5555

(optional)Objective To obtain an entry level position in the retail field. A position that will allow me personal and measurable growth in my performance utilizing my current skills while learning additional ones.

Experience

Order picker equipment operator
August 08 - January 09, Retail Shops, Springfield MO.
+Certified Order-picker forklift operator
+Attention to safety of myself and others
+Accurate picking / put away and cycle count
+Experienced stacking pallets
+Unloaded trucks, stock, and processed returns

Stocker
March 08 - August 08, Retail Shops, Center, MO.
+Achieved above 100% production rate consistently
+Utilized handheld RF scanners
+Pallet jack experience
+Maintained a clean work environment
+Worked in a 1.3 million sq. ft. warehouse

Self-Employed
June 2007-January 2008
+Installed siding
+Recycled scrap metals
+Managed time efficiently

Siding Installer
Siding and Windows LLC
Summer 2002 – June 2007
+Installed siding to meet customer's deadlines
+Worked with coworkers and alone without supervision
+Worked on repairs and diagnosed customer issues
+Able to follow both verbal and written directions

Education

Community College, Kansas City, MO
Spring 05 - Spring 06
+Pre-Engineering course work
+Honorary society member
+3.5 GPA

Kansas City, MO High School
Graduated Spring 2005
Member of volunteer committee and student attendance award