

**Ethel Ballet**  
846 Calliope Rd.  
Phoenix, OR 97535  
541-777-0000

**Objective:** Full-Time Entry Level Position

**Skills:** Cooperative, Attention to Detail, Organized, Reliable, Punctual, Positive Attitude, Pride in Work

### **Work History**

*Solar Panel Washer, Suniva, 2012-2015*

- Washed solar panels prior to shipping and installation
- Organized and stacked panels on pallets
- Accurately checked panel documentation prior to shipping

*Parts Clerk, Unicor, 2007-2009*

- Loaded and unloaded supply trucks
- Organized and delivered supplies to several work stations
- Accurately maintained records of all deliveries

*Auto Detailer, Washburn Auto Detail, 2001-2002*

- Detailed cleaning of interior and exterior of automobiles
- Operated steam cleaner as part of detailing process
- Monitored and maintained cleanliness of work area

### **Education and Certification**

G.E.D., Klamath Union, 1982

HVAC Certification, 2011

Food Handlers Card valid through 2018

## **Georgianne Wolflady**

213 Long Beach Way

Phoenix, OR 97535

(541) 787-0000

**Objective:** Full-Time Employment

**Skills:** Attention to Detail, Cooperative, Willing to Learn, Honest, Positive Attitude, Punctual

### **Work History**

*Roofer, Gar-Ron Roofing, 2017*

- Tore off and disposed old roof
- Replaced roofing trusses
- Installed new roofing materials
- Laid hot tar

*Seamstress, Unicor, 2014-2016*

- Sewed on sleeves, pockets, and zippers for U.S. Army jackets
- Organized and delivered jackets as part of production line
- Monitored and maintained cleanliness of work area

*Parts Deliverer, CMI, 2000-2002*

- Maintained and stocked parts inventory
- Accurately filled and delivered orders
- Loaded and unloaded heavy equipment into and off of trailers

### **Education and Certification**

G.E.D., Umpqua Community College, 1994

## **Johnny Keister**

5505 S. Pacific Hwy

Phoenix, OR 97535

(541) 777-0000

JohnnyKeis234@gmail.com

**Objective:** Full-time Customer Service Position

**Skills:** Dependable, Cooperative, Attention to Detail, Positive Attitude, Adaptable, Self-Confidence, Multi-Tasking

### **Work History**

*Customer Service Representative, UNICOR, 2014*

- Facilitated magazine subscription sales
- Accurately maintained client product sales information
- Completed outgoing subscription renewal calls

*Waitress, Double T Diner, 2004-2007*

- Handled cash and credit transactions
- Offered consistent positive customer service
- Monitored and maintained dining area cleanliness

*Hostess/Waitress, Denny's Restaurant, 2002*

- Greeted and seated customers
- Answered customer's questions

### **Education and Certification**

G.E.D., Sacramento City College, 2012

Food Handler's Card valid through 2017

**Rutherford B. Johnson**  
6103 Tear Out Dr.  
Central Point, OR 97502  
541-777-7777  
Rutherfordmyman@hotmail.com

**Objective:** Full-Time Employment

**Skills:** Dependable, Follow Instructions, Honest, Hard worker, Quick Learner, Friendly, Safety Oriented, Trustworthy, Pride in Work

### **Work History**

*Painter, Sander, & Instructor, UNICOR, 2013-2015*

- Painted all materials that were on the line
- Sanded all metals with rust on them
- Instructed other people how to powder coat

*Sheet rock, Taper, & Concrete Repair, C.M.S, 2011-2013*

- Hung sheet rock on walls and ceilings
- Taped seams, corners, and put mud over the tape
- Operated Jack hammer for removal of old concrete
- Installed new concrete

*Roofer, Tear off, & Trainer, Pete Bass Roofing, 1996-2011*

- Installed new roofs and recovered old roofs
- Tore off old roofs down to plywood and roof
- Trained new workers how to roof

### **Education/Certifications**

G.E.D, California Department of Education, 2013

Food Handlers Card valid through 2018

## **Terrence Longbody**

644 Dangerous Rd.  
Phoenix, OR 97535  
(541) 770-0000

**Objective:** Full-Time Employment

**Skills:** Cooperative, Positive Attitude, Attention to Detail, Willing to Learn, Honest

### **Work History**

*Laborer, Bi-Mart, 2017*

- Loaded products onto pallets and prepared for shipping
- Monitored and maintained cleanliness work area
- Tracked product quality prior to shipment

*Quality Assurance, Unicor, 2011-2017*

- Trained employees on operation of sewing machines, surging machines, and production line
- Inspected and ensured quality of textile merchandise
- Sewed short and long sleeve shirts for military use
- Maintained accurate records of production levels

*Logging/Reforestation, Private Contractor, 1982-1988*

- Operated Yarder
- Choker setter
- Balloon logging
- Planted trees
- Tree topper

### **Education and Certification**

Electronic Imaging Pre-Press Technology Certified- Blue Mountain Community College

G.E.D., Lord High School, 1980