

JOHN WORKED

123 Employment Street • Sometown, Ontario • N1S 2B3 • (519) 123-4567

SUMMARY: Reliable production labourer with over fifteen years progressive experience in a manufacturing setting. Operated a variety of machinery including bandsaws, drill presses and milling machines meeting specified quotas and quality standards. Seeking a production position which will utilize my excellent teamwork and communication skills in a fast paced environment.

EMPLOYMENT HISTORY:

JIM'S PROPERTY MAINTENANCE, Sometown, Ontario 1994 - 1998

Consultant

- Managed maintenance business involving painting, roofing and landscaping
- Performed maintenance of company equipment
- Interacted with customers providing quality service
- Prepared schedules and motivated eleven staff to complete tasks

PRODUCTION DEPOT, Sometown, Ontario 1974 - 1994

Sales and Shop Manager

- Manufactured and assembled products
- Responsible for shipping and receiving including packaging, labeling and verifying orders
- Antennae installation
- Customer interaction providing answers to inquiries and concerns
- Performed general bookkeeping responsibilities
- Product design
- Supervised ten employees to ensure standards were met

DYNAMO, Sometown, Ontario 1988 - 1989

Machine Shop

- Operated turret lathe, band saw, cut off saw and drill press
- Sharpened tools
- Some milling machine exposure
- Ability to rebuild and repair various machine shop equipment

SOMETOWN MACHINE AND TOOLS, Sometown, Ontario 1981 - 1982

Machine Shop

- Performed turret lathing
- Operated banding machine

MACHINING CANADA, Sometown, Ontario 1980 - 1981

Machine Operator

- Completed forklift training
- Safely operated forklift

TRAINING:

SOMETOWN COLLEGE, Sometown, Ontario 1998

- Currently enrolled in The Interactive Windows '95 Program

REFERENCES AVAILABLE UPON REQUEST