

Example: Resume

PAIGE WILLIAMS

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SUMMARY

Outstanding mortgage loan professional with 5+ years excellent customer service throughout the loan process. Skilled in training, coaching and mentoring branch staff on a variety of loan products and services. Successfully building loyal customer base and consistently exceeding the annual sales average expectations by 18%.

HIGHLIGHTS

Personnel Oversight	Financial Planning Expertise
Account / Client Management	Equifax Application Engine
Issuance of CDs	Conventional, FHA and VA Loan Process
Bank Security Issues	Excellent Sales and Presentation Skills
Debt and Credit Management	Computer Proficient Word, Excel and Outlook

EXPERIENCE

Mortgage Loan and Staff Development Officer, Utah's Bank, Murray, UT 2014-Present

- Recruit, train and supervise 5-7 new staff members bi-annually on department policies and procedures.
- Provide ongoing training of standard mortgage products, Conventional, FHA and VA, loans.
- Adhere to all federal and state compliance guidelines relative to retail mortgage lending.
- Formulate quarterly reports for market movement and penetration regarding growth.
- Regularly exceed quarterly sales goals by 15-20% with an annual average of 18%.
- Received "Presidents Award" for Leadership and Service, 2014.
- Completed NMLS licensing for all 50 states.

Loan Officer, Chestire Homes, Salt Lake City, UT 2012-2014

- Managed 10-12 loan applications weekly through originating, processing, underwriting and closing/funding.
- Analyzed applicants' financial status, credit, and property evaluation to determine loan feasibility.
- Reviewed documents for missing items and performed maintenance of applicant database daily.
- Received "Top Performer Award" for ranking 1st in rate of closed loans in 2013 and 2014

EDUCATION

B.S Finance, Westminster College, Bill & Vieve Gore School of Business, Salt Lake City, UT 2012
Magna Cum Laude (GPA 3.8)

CERTIFICATIONS & LICENSES

NMLS #334455
Association of Mortgage Brokers, 2017
SAFE Mortgage Licensing Act of 2008 Certified
Team Leadership Training Certification – Dynamic Training, Inc., Salt Lake City, UT 2013

VALUE TO AN ORGANIZATION

"Paige is reliable, dedicated and eternally upbeat. Her engaging personal style enables her to interact effectively with clients and staff, and it is because of her excellence in this area that I repeatedly asked her to mentor new employees."

David Fenn, Vice-President
Utah's Bank

Example: Skills-Based Resume

Glen White

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QUALIFICATIONS SUMMARY

- Technically savvy welder with 5 plus years' experience in layout, fabrication, installation and repair of industrial and commercial equipment
- Obtained strong management skills leading and training a team of 10 junior welders
- Knowledge and expertise of SMAW, FCAW and GMAW processes
- Adhere to industry safety guidelines and standards resulting in a 34% decrease in on-site accidents
- Recognized for ability to complete welding projects with efficiency and high quality standards

SKILLS & EXPERTISE

Management

- Oversaw and trained 10 junior welders in intermediate welding process, improving overall work quality by 26%
- Communicated with clients regarding complex job orders, maximizing clarity and work instructions
- Inspected and identified issues, immediately troubleshooting problems, saving \$20k in potential costs

Technical

- Consistently complete welding projects 23% faster than average welder while maintaining high quality standards
- Completed 5 large welding projects valued at \$275k each, one day ahead of schedule and \$1.5K under budget
- In-depth knowledge and proven track record of implementing SMAW, FCAW and GMAW processes

Organization

- Efficiently organized and prepared tools and equipment prior to welding job, streamlining process and consistently completing projects ahead of deadlines
- Implemented strict safety procedures and training, reducing work-related accidents by 34%
- Maintained tools and equipment, ensuring proper function, minimizing repair and replacement costs

PROFESSIONAL EXPERIENCE

Gamma Precision, Murray, Utah – Senior Welder

ADF International, West Jordan, Utah – Welder

Loenbro, Inc., Salt Lake City, Utah – Junior Welder

EDUCATION

AAS degree, Welding, Salt Lake Community College, Taylorsville, Utah

Welding Certification, May 2009

COMMUNITY INVOLVEMENT

- Best Friends Animal Society, community service volunteer since 2016

Example: Criminal Background

Wade T. Stevenson

wadestevenson@lonestar.com

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(801) 277-0145

PROFILE

More than 20 years construction experience with advanced understanding of project management in residential, commercial and industrial construction projects with expertise in building restoration. Experience in landscaping, knowledge of plants conducive to environment and maintenance.

SKILLS

General Contracting	Finish Wood Carpentry	Drywall, Taping & Painting
Drafting & Blueprint Reading	Drywall, Taping & Painting	Surfacing & Sealing
Client & Customer Service	Landscaping & Maintenance	Environmental Knowledge

EXPERIENCE

Project Manager, RESTORATION DESIGN & CONSTRUCTION, Salt Lake City, Utah, 10 years,

- Orchestrated historical restoration of century-old high-end residential properties, commercial strips and buildings in the Avenues and South Temple neighborhoods of Salt Lake City. Consulted with Utah Heritage Foundation to preserve historical integrity.
- Oversaw projects from concept to completion, working with management, clients, engineers, architects, subcontractors, suppliers and crew of up to 25.

Sample Projects:

- Project manager for historical restoration of Union Pacific Railroad Depot including renovation of depot ceiling and 16-foot diameter stained-glass window.
- Rebuilt to scale from old photographs the carriage house adjacent to the William Phelps home on 8th Avenue & G Street; home showcased in 2010 Utah Heritage Home Tour.
- Foreman on \$6 million restoration and rehab of 135,000 square foot commercial building into mixed use condominium and retail/restaurant complex in downtown Salt Lake City.

Foreman & Lead Carpenter, SCHOUTEN CONSTRUCTION, Salt Lake City, Utah, 5 years

- Troubleshooter for government contractor; followed U.S. Army Corps of Engineers standards.
- Managed numerous short-term assignments nationwide with small crews of up to 10.

Sample Project:

- Supervised crew in King Salmon, Alaska; built radar site with support building in 3-month period.

Landscape & Groundskeeper, STATE OF UTAH, Correctional Facility, Bluffdale, Utah, 5 years

- Operated mower, edger, tree trimming tools and gardening equipment safely and efficiently.
- Oversaw general appearance and health of grounds, garden plants and trees using xeriscaping.
- Performed routine lawn and grounds maintenance tasks and snow removal.

EDUCATION

General Construction & Carpentry, Salt Lake Community College, Salt Lake City, Utah

Plus numerous product and technique seminars throughout career history

Example: Dates that Date

Danielle Sorenson

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CAREER HIGHLIGHTS

Highly-motivated salesperson with more than 8 years of experience initiating and closing transactions, while providing exceptional customer service before, during and after each sale. Keen interest in fashion trends, retail sales, buying, merchandising and management.

SKILLS PROFILE

Suggestive Sales Techniques	Supervision & Training	Customer Service
Merchandising & Display	Cashiering Transactions	Scheduling & Coordination
Product Presentations	Ordering & Inventory Control	Records Management

PROFESSIONAL EXPERIENCE

Sales Associate, Macy's, Salt Lake City, Utah, 3 years

- Provided V.I.P. customer assistance in women's clothing department; handled sales transactions and balanced daily receipts of \$2,500-\$10,000.
- Supervised department in absence of manager with responsibility for stocking, maintaining merchandise displays and monitoring 3 sales associates.
- Recognized as "Outstanding Employee of the Month" by management team.

Sales Representative, Avon Cosmetics, Salt Lake City, Utah, 5 years

- Established and maintained profitable customer base; prospected for new business; contacted customers regarding sales and promotions; scheduled and completed individual appointments and facilitated group presentations.
- Consistently achieved sales goals and quotas; recognized as "Gold Star" sales representative for exceptional customer service and follow-up after sale.

COMPLEMENTARY EXPERIENCE

- Planned and organized activities, lessons and workshops for women's service organization.
- Supervised and coordinated committees conducted meetings and assumed leadership role.
- Taught in a variety of educational settings; presented lessons to groups ranging in age from pre-school to adults.

VALUE TO AN ORGANIZATION

- Exceptional interpersonal and communication skills; competent at building rapport and positive relationships with customers, management and colleagues.
- Motivated self-starter; proficient at assessing work situation and taking appropriate action without supervision.
- Team player; eager to work with others to achieve sales and organizational goals.
- Effective problem solving abilities; work well under deadlines and positive pressure.

Example: Recent Graduate

MARIE S. DRAKE

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SUMMARY OF QUALIFICATIONS

Compassionate, team-oriented professional with exceptional training and preparation to embark on successful Physical Therapy Assistant career. Completed education and national licensing requirements. Major strengths include unwavering commitment to holistic health care with the personal philosophy that effective providers “treat the patient,” not just the injury.

SKILLS & KNOWLEDGE

Hydrotherapy	Gait Training	Iontophoresis
Aquatherapy	Bio Feedback	Paraffin
Cryotherapy	Electrical Stimulation	Universal Precautions
Heat Therapy	Ultra Sound	Wound Care
Massage & Relaxation	T.E.N.S.	First Aid & CPR

EDUCATION

A.A.S., Physical Therapy Assistant Program, Salt Lake Community College, Salt Lake City, Utah, May 2018

Physical Therapy Assistant License, State of Utah, May 2018

Certificate of Completion, First Aid & CPR Training, American Red Cross, October 2017

- ♦ Veteran’s Administration Medical Center, (part-time), Salt Lake City, Utah, January – May 2017
Clientele: Inpatient orthopedic, amputations, wound care, outpatient back clinic
- ♦ Hillhaven Health and Rehabilitation, (full-time), Salt Lake City, Utah, October – December 2016
Clientele: CVA, orthopedic, cardiac, psychiatric, cancer
- ♦ St. Mark’s Hospital (full-time), Salt Lake City, Utah, January – May 2016
Clientele: Inpatient geriatric, spinal cord injuries, orthopedic, neurological wound care

WORK HISTORY

Clinic Coordinator, High Risk Cancer Clinic, HUNTSMAN CANCER INSTITUTE, Salt Lake City, Utah, 2013 – 2015

- ♦ Established, processed and maintained documentation and records for 20 nationwide cancer clinics for a 10-year federally funded follow-up study

Resource Specialist, Oncology, UNIVERSITY OF UTAH SCHOOL OF MEDICINE, Salt Lake City, Utah, 2015 – 2017

- ♦ Coordinated data for comprehensive, federally funded \$3 million research project comparing Utah cancer rates with national and world statistics

AFFILIATIONS

- ♦ Member, American Physical Therapy Association Member
- ♦ Utah Chapter Affiliate Special Interest Groups
- ♦ Member, Vocational Industrial Chapters of America (VICA), Level I & II
- ♦ Member, Physical Therapist Assistant Club, Salt Lake Community College

ACCOMPLISHMENTS

- ♦ Completed college requirements with 3.98 GPA while working full/part-time, managing home and parenting two children
- ♦ Provide total daily care for severely disabled, adored 8-year old son
- ♦ Extensive preparation combining college course work with hands-on clinical experience in hospitals, rehabilitation centers and outpatient clinics working with a wide variety of populations

Example: Youth Resume

Landon Davis

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Profile

Outstanding skills communicating with people and providing exceptional customer service. Dedicated team player with ability to work independently. Innovative problem-solving, creative writing skills and artistic abilities. Recognized for being on time, attendance and meeting timelines.

Skills & Knowledge

Customer Service	Strong Work Ethic	Creative Thinking
Communication Skills	Computer Skills	Team Work
Problem Solving	Time Management	Persuasive Speaking

Work Accomplishments

Sales Associate, Target, Murray, Utah, 2018

- Assisted customers with merchandise selection, purchasing and answered questions.
- Stocked inventory, straightened shelves and displays.
- Answered phones to assist customers with problems and merchandise information.

Customer Service, Water World, Murray, Utah, 2017

- Provided quality service assisting customers with refilling containers and merchandise.
- Handled deposit total, operated cash register and closed store securely.
- Helped customers carry water containers into store and carry out purchases.
- Organized displays, kept store area clean and restocked merchandise.

Lawn and Yard Care, Steve Maco, Neighbors and Davis Family, Murray, Utah 2010 – 2017

- Provided quality lawn mowing service, edging and leaf clean up to winterize yard.
- Offered garden care – pulling weeds, lawn watering and trimming trees, as requested.
- Swept sidewalks, driveways and disposed of lawn clippings and leaves appropriately.

Education

- Business Management, Salt Lake Community College current student, 2019
- Murray High School, Honors student, 3.81 GPA, Graduation June 2018

Complementary Skills

- Comfortable in front of crowds due to involvement in the local music scene. Play in venues with a variety of instruments including guitar, keyboard, drums and percussion and record and market music to local retail stores.