

JOHN ALEXANDER DOE
johnnydoe@server.com
(555) 444 2222
44 Main Street, Brantford ON, N3RT6Y

PROFILE

- ⊗ To use my commitment to perform quality work, analytical skills, and ability to communicate ideas.
 - ⊗ Skilled at communicating and developing relationships with ESL students and their families.
 - ⊗ Driven guidance counsellor with extensive experience teaching and advising high school students.
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EDUCATION

McMaster University, *Bachelor of Arts* 1955
⊗ Designed a presentation, published to University website
⊗ Overall GPA 3.875; Honors each semester
⊗ Study Abroad: Bogota, Colombia - January 2012. Took many courses related to agriculture and environmental planning. Note: Ranked second among the graduates of the academic year 2012.

John Mueller High School 1962
⊗ Led reading groups with ESL students during class to improve reading and comprehension
⊗ Competed in the 2005 Skills Canada Provincial Robotics Competition
⊗ Member of the Chess Club

WORK EXPERIENCE

Cervantes Library Palo Alto, California *april 2010 - Present*
Library Assistant

- ⊗ Perform general administrative duties to support professional staff
- ⊗ Hold readings by middle schoolers open to younger children for half an hour before each discussion
- ⊗ Bring the conversation to modern day events and lessons applicable to students' everyday lives. Provide training to teaching staff and management in use of software apps.

NY Arts Camp Brantford *feb 2009 - mar 2010*
Summer Counselor

- ⊗ Coordinated cultural outings for children aged 10-13 i.e. trips to the theater, musical concerts
- ⊗ Helped students to plan, advertise, and hold their own artistic performances and exhibitions. Marketed video vending machines to restaurant and cocktail lounges.
- ⊗ Catalogued thousands of donated books, CDs, and DVDs. Developed strong relationships with established accounts while acquiring new accounts.

PepsiCo Ottawa *july 2008 - mar 2009*
Manager

- ⊗ Supported new product tests, test markets, intermediate scale production and equipment development.
- ⊗ Improved Customer Service metric by 8% over previous year, measured across hundreds of tests.
- ⊗ Zero injuries or lost time, a corporate Safety Audit record and recertified for OSHA's VPP Star.

Ford Motor Company *feb 2006 - aug 2007*
Electrical Engineer

- ⊗ Design engineering of controls systems for factory automation in the Metal Stamping Division
- ⊗ Specified and approved the purchase of automation equipment from suppliers. Designed an algorithm to trace the boundary of an object in a digital image.
- ⊗ Designed and implemented custom electronic circuits for signal conditioning. Duties included the installation and maintenance of software and hardware related products.

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Big City Grocery Store Riverside

apr 2004 - june 2005

Cashier

- ⊗ Greeted incoming patrons, offering assistance with locating items and properly using coupons. Made weekly customer service calls to existing customers.
- ⊗ Managed cash register, handling debit, credit, check, and cash transactions
- ⊗ Awarded "employee of the month" three times for reliability and exceptional customer service. Maintain and restock inventory.

EXTRA CURRICULAR ACHIEVEMENTS

- ⊗ Trombonist in All-state wind ensemble, section leader in jazz band. Arts & Culture Editor, PS 101 High School Paper High School
- ⊗ Awarded best advertising campaign proposal for A Foundation, ABC Communications, Summer 2011
- ⊗ Awarded best advertising campaign proposal for Health & Wellness Committee, State University
- ⊗ Forensics Events Leader & Freshmen Mentor. Led groups on Forensics investigations to collect and analyze potential crime scene evidence.

TECHNICAL SKILLS

- ⊗ Experienced with installation of mother boards, SIMM chips, internal/external modems, NICs, SCSI and IDE hard disks, SCSI floppy drives, SCSI I/O ports, and various printer configurations.
- ⊗ Programs: MS Access, MS Word, MS Excel, MS Outlook, Crystal Reports, MS Internet Explorer, Netscape Navigator, Support Magic, Norton Utilities
- ⊗ VBA, BASIC, Turbo Pascal, DB/c, Turbo C, COBOL
- ⊗ Machines: IBM PC compatibles, Rockwell ACD, Macintosh

REFERENCES

- ⊗ **Mark Cuban** marcuban@dmavs.com *(424) 234 2343*
- ⊗ **Janet jackson** something@emails.com *(423) 344 4234 ext. 23*
- ⊗ **Michael Jordan** mj@nikeair.com *(234) 344 6673*