

RESUME Examples

OBJECTIVE

To obtain a Driving position

COMPETENCIES

Driving

- Drive vehicles with capacities under three tons in order to transport materials to and from specified destinations such as railroad stations, plants, residences and offices, or within industrial yards.
- Read maps, and follow written and verbal geographic directions while obeying traffic laws, and follow established traffic and transportation procedures.
- Inspect and maintain vehicle supplied and equipment, such as oil, gas, water, tires, lights, and brakes in order to ensure that vehicles are in proper working condition and safe to be on the road.

Couriers/Messengers

- Deliver messages and items, such as newspapers, documents, and packages, between establishment departments, and to other establishments and private homes.
- Receive messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, two-way radio, or in person.
- Sort items to be delivered according to the delivery route as well as unload and sort items collected along delivery route.

Delivery Services

- Verify the content of inventory loads against shipping papers and present bills and receipts, and collect payments for goods delivered or loaded.
- Check with home offices after completed deliveries, in order to confirm deliveries and collections and to receive instructions for other deliveries.
- Obtain signatures and payments, or arrange for recipients to make payments.

EXPERIENCE

Sales, -Summit Grinding and Machine Company, Mogadore, OH 1990-2001

Professional, Honest, and Dependable

ALMARUTH M. KENNER

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Barberton, OH 44203

OBJECTIVE

To obtain a general office position where my experience and skills can be utilized

COMPUTER SKILLS

Microsoft Word and Data Entry

COMPETENCIES

GENERAL OFFICE

- Accessed information from records, registered clients for E.Heap Crisis Programs, provided information to clients, staff as well as managers
- Interacted with public using tact and diplomacy to provide efficient service, resolved client complaints effectively and courteously
- Performed Data Entry of E.Heap applications and general information and updated information to insure record accuracy

CLERICAL

- Knowledge of office machinery including, but not limited to copiers, FAX machines, computers, electric typewriters, calculators, micro fiche equipment
- Performed alphabetical and numerical filing, collated materials, assembled packages and booklets
- Provided clerical support to managers, coordinators, and general office staff
- Helped with the training of new employees to perform assigned duties

ADMINISTRATIVE

- Answered phones, screened and directed incoming calls to the appropriate person for client and associate satisfaction as well as made calls to clients to update records, and schedule appointments
- Greeted, directed and encouraged visitors with professional, fast, friendly and polite customer service and information using diplomacy to promote efficient client service
- Have possessed good work habits including stability, accuracy, punctuality and a willingness to do more than expected in order to produce better results

EXPERIENCE

Office Aide, Senior Employment Center, Akron, Ohio

Receptionist, Akron Summit Community Action, Barberton Ohio

Nursing Assistant, Pleasantview Nursing Center, Barberton, Ohio

Technical Assistant, Department of Jobs & Family Services, Akron, Ohio

Teachers Aide, Barberton Head Start Program, Barberton, Ohio

EDUCATION

Barberton High School GED Program

Chattanooga State Technical Community College

University of Akron

CERTIFICATES

Nursing Assistant Ohio

Tennessee Certified

**Career minded, honest, dependable and
can be counted on to provide quality work and assistance**

JANETTE D. BRIGGS

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OBJECTIVE

To obtain a position as an Administrative Assistant where my education and work experience is valued, respected, and appreciated

SUMMARY OF COMPETENCIES AND QUALITIES

Excel, PowerPoint, Microsoft Word, Lotus 1-2-3

Multi task coordinator, Dictaphone, Shorthand, and typing 60 WPM

COMPETENCIES

Administrative Assistant

- Answered multiple telephone lines and gave information to callers, took messages, or transferred calls to appropriate individuals
- Arranged conferences, meeting, scheduled appointments, and travel reservations for office personnel
- Prepared general correspondence, presentations using overheads for PowerPoint, monthly reports using Lotus 1-2-3, updated monthly expense accounts, and articles for publication

Department Secretary

- Composed, typed and distributed meeting notes, routine correspondences, reports, as well as scheduled work and activities
- Performed administrative support tasks such as proofreading, transcribing handwritten information, and analyzed data to determine answers to questions from students, customers, vendors or other members of the public
- Greeted visitors entering establishment, determine nature and purpose of visit, directed or escorted them to specific destinations and provided information about establishment, such as location of departments, offices, and services provided

Clerical Support

- Operated a variety of office equipment and computer programs such as Fax machines, copiers, computers using Excel, PowerPoint, Microsoft Word, Word Perfect, and Lotus 1-2-3
- Recorded student grades and updated records, consulted with outside vendors, and maintained alphabetical and numerical confidential files
- Clerical procedures included word processing, file management, and entering patient information into hospital database

EXPERIENCE

Department Secretary, Akron General Medical Center, Akron, OH **1998-2003**

Associate Secretary, Ohio Edison Company, Akron, OH **1984-1995**

Secretary/Receptionist, Kent State University, Kent, OH **1983-1984**

EDUCATION

Kent State University, Kent, OH – Office Administration
Malone College, Canton, OH – B.A. Business Management

Professional, Career Minded and Dependable

Donald R. Zirkle

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OBJECTIVE

To obtain a Home Health Aide position

EXPERIENCE

5/99 – 12/05 Mature Services Inc., Akron, Ohio

A non-profit senior agency providing a variety of social service programs from Health Care, Nutrition Centers, Retired and Senior Volunteer Programs, Senior Employment Services, to Chemical Dependency Programs for successful life skills.

Home Health Aide

- Provided patients and families with emotional support and instruction in areas such as independent living, adaptation to disability and coping with illness; served meals to patients and their families in compliance with dietary needs.
- Cleaned quarters; washed and ironed laundry; made beds with clean linens.
- Assisted with ambulation in and out of beds, baths, wheelchairs and vehicles; provided support for dressing and grooming.

Companionship

- Scheduled medical appointments; made transportation arrangements with transit providers.
- Recorded pulse, temperature and respiration; changed dressings; directed activity through prescribed exercises and usage of braces or artificial limbs.
- A dedicated professional with a genuine love for people that translates into excellent care. By providing a clean and safe living environment, my services promote mental and physical well being, further enhanced by activities such as walks, conversation, reading, games and entertainment.
- My good relational style with clients and their families. My professionalism and positive attitude more than satisfies the standards of all concerned and results in the best care available.

12/93 – 4/99 Pebble Creek Senior Care Center, Akron, Ohio

A Senior Care Residence facility with over 400+ individual cares services and health care support for independent living. Corporate-owned with 40 other locations throughout the United States and Canada.

Personal Care Assistant

- Provided assistance to elderly or disabled in-home or adult daycare clients by making beds, preparing meals and washing dishes and clothes.
- Monitored vital signs and medication under the direction of registered nurses and physiotherapists; administered personal care such as hygiene and ambulation assistance.
- Prepared and maintained records of client progress and services performed; reported changes in health status to supervisor; facilitated adjustment to lifestyles that were appropriate for periods of incapacitation, convalescence, and family disruption.
- Functioned as part of a team for case review, service needs evaluation and care plan continuance; trained family members to continue care where appropriate.

Donald R. Zirkle

(Continued page 2)

Homemaker

- Performed housekeeping duties, such as cleaning, dusting, mopping, washing dishes, changing and making beds, and laundry.
- Took grocery list, picked up groceries and ran errands for patients, and put groceries away in cupboards.
- Maintained records of clients' progress and services performed; reported any changes to supervisor.
- Dependable in showing up for work on time and providing a safe and clean environment.

6/90-12/93 SUMMA Health System, Akron, Ohio

This innovative Medical care facility is an 811 bed non-profit health care network created by the 1989 merger of Akron City and St. Thomas Hospitals. Dedicated to quality patient care, community service, medical education and research. Summa has established centers in cardiology, behavioral health, orthopedics, women's health, oncology, ophthalmology, renal services and general medical/surgical rehabilitative care.

Behavioral Health Care Assistant

- Functioned as a Behavioral Health Care Assistant providing a continuum of long-term care for psychiatric patients with addiction problems.
- Provided inpatient and crises care to individuals and their families through recreational activities and intensive aftercare support groups.
- Participated in case reviews as part of a team that included six professionals, and the patients and their family members to evaluate and devise plans of action to achieve measurable results.
- Assisted with New Horizons Adult Date Services for maximizing participant's level of independence, maintaining or improving their current level of functioning.
- Fostered good health through weight training designed for older adults, urinary continence training, nutritional counseling, and referrals to other appropriate community services.

EDUCATION

University of Akron, Associate Degree in Science – Dean's List
East High School – Graduate

AWARDS

Attendance – 5 year pin – no absence or tardiness
Gold Media Award of Excellence Service (3 years)

**Professional, Career-Minded,
Ethical, and Dependable**

OBJECTIVE

To obtain a Warehouse/Driver position

Norandex Inc., Akron, Ohio Warehouse/Driver

5/94 – 12/05

Norandex is a business-to-business distributor selling materials and supplies to wholesalers.

- Loaded and unloaded semi-trucks, railroad cars, and delivery trucks for warehousing, and restocking; prepared shipments to small individual contractors.
- Operated a gas, propane, and electric forklift to load and unload trucks as well as move materials around the warehouse. Licensed and safety trained.
- Prepared materials, boxed items to be delivered, and loaded company trucks and contractor trucks for pick-ups.
- Assisted contractors with material orders to various jobs from stock and ordered specialty items from main warehouse.
- Maintained a clean and safe work environment and sanitized public restrooms.
- Provided professional, polite and friendly out-going customer service to contractor and other businesses for increased purchases.
- Stocked shelves with merchandise and other materials for fast efficient service as well as to maintain inventory control.
- Determined proper storage methods, identifications, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Examined and inspected containers, materials, and products in order to ensure that packaging specifications are met for storage and shipping.
- Recorded shipping labels on packages and order information on specified forms to insure correct transportation and delivery in a timely manner.
- Maintained records such as vehicle logs, records of cargo, or billing statements in accordance to regulations.

MRDD/Weaver Industries, Inc., Tallmadge, Ohio Bus Attendant

6/90 – 4/94

This is a non-profit organization and a division of the United Disability Service providing services to individuals with disabilities and their families including: First Place Early Learning Center; Toy and Resource Center, Employment Services, Community Employment Services; SociAbilities, social and recreational program; Time for Me respite program; Residential Services; Home Modifications and Adaptive Equipment ; the Epilepsy Program; Transportation Services; and (Kaleidoscope; International Magazine of Literature, Fine Arts and Disability).

- Read maps, and follow written and verbal geographic directions while obeying traffic laws, and following established traffic and transportation procedures.
- Inspected and maintained vehicle supplies and equipment, such as oil, gas, water, tires, lights and brakes in order to ensure that vehicles are in proper working condition and safe to be on the road.
- Knowledge of principles and methods for moving people or goods by air, rail, sea or road, including the relative costs and benefits.

Donald R. Zirkle

(Continued page 2)

- Drove vehicles over specified routes or to specified destinations according to time schedules in order to transport passengers, complying with traffic regulations.
- Parked vehicles at loading area so that passengers can board, assisted passengers with baggage and loaded and unloaded baggage in baggage compartments.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Provided passengers with assistance entering and exiting vehicles, and advised passengers to be seated and orderly while on vehicles.

Copley Fairlawn Schools, Copley, Ohio
School Bus Driver

8/89 – 6/90

The Local Copley Fairlawn School district provides public education to the residences in the Copley and Fairlawn areas.

- Drove gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.
- Picked up and dropped off students at regularly scheduled neighborhood locations, following strict time schedules.
- Regulated heating, lighting, and ventilation systems for passenger comfort as well as kept bus interiors clean.
- Followed safety rules as students board and exit bus, and as they cross streets near bus stops and escorted small children across roads and highways.
- Complied with traffic regulations in order to operate vehicles in a safe and courteous manner.
- Maintained knowledge of first-aid procedures and CPR for student emergency medical help.

EDUCATION

Hammond Truck Driving School – CDL Class B
Norandex safety course – Fork Lift Operator
Manchester High School – Graduate

HOBBIES / INTERESTS

Word Working / General Construction
Mechanic – Classic Car Restoration

**Professional, Career Minded,
Honest and Dependable**

Donald R. Zirkle

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OBJECTIVE

To obtain a Marketing, Sales or Advertising position Mid-Level

COMPUTER SKILLS

Microsoft Office (Word, Access, Outlook, Excel, Power Point)

R.G. Smith Company, Cleveland, Ohio

11/95 – 01/2006

A 70 year old, \$80 million, locally owned international general retailer with nearly 500 locations throughout the United States, Canada, and Europe.

Marketing Director – 5555 Division (5/00 – 01/06)

Promoted to lead the entire marketing function through a turnaround. Assumed majority of responsibility and accountability previously held by the vice president and the director of field marketing. I was responsible for increasing sales to \$100 million profitability in 2002 and increased by 20% per year.

- Led the development and implementation of annual marketing plans that resulted in consistent sales increases in a flat growth industry. During this time, marketing played a key role in achieving sales growth that consistently outperformed key competitors and the industry as a whole.
- Drove the development and implementation of media strategies that resulted in improved efficiency and accelerated sales growth and profitability by nearly 50% within the local market and 20% within the international market.
- Directed the development of business-to-consumer, business-to-business and general local store marketing programs that drove annual sales of \$5 million.
- Spearheaded the testing of new product sales and labeling, retail financing, and programs that promoted incremental sales over a six-month period and over \$2 million in sales.
- Increased national and local marketing initiatives resulting in a two year competitive increase in consumer sales and annual vendor co-op fund by over 100%, in less than two years.
- Developed and implemented consumer research to improve customer relations and satisfaction resulting in promotional growth and a sales jump of 20% within a six month period.

Brand Manager – 12355 (11/98-05/00)

Promoted to lead the development and implementation of brand positioning and local general marketing initiatives. Responsible for stores located in Northeastern United States and Canada

- Directed development of interactive, direct marketing, media, creative, and sales promotions to increase brand recognition.
- Conducted interviewing and hiring of advertising agency to promote the general market, direct marketing, and print media as well as successfully build brand name advertising campaigns.

Donald R. Zirkle

(Continued page 2)

- Promoted the development and successfully initiated the company website www.rqsmithcoinsc.com – with nearly 5 million hits per month.
- Pioneered implementation of toll free consumer information hot line resulting in a 30% increased in store call volume as well as the downloadable “on-hold” messaging system reducing cost and labor hours
- Developed new frame merchandising strategy resulting in consistent product presentation across all stores in Northeastern United States and increased ease of customer shopping process by 10%.
- Designed two category and company first, national sales events for Northeastern United States and Canada and was adapted to the national levels for all stores throughout the United States, Canada and Europe, resulting in record sales and the company’s largest sales year.

Marketing Manager – Specialty Business (11/95-11/98)

Managed marketing disciplines for Specialty Business Group and cross-functioned as team leader for all business decisions.

- Improved relations with Specialty Business Group and cross-functioned as team leader for all business decisions.
- Promoted marketing programs to increase customer traffic and sales by 15%, increased profits 22% over-all, and successfully spearheaded employee sales contests.
- Implemented business-to-business, business-to-consumer, and business-to-employee promotional strategies for increased sales of 30% as well as pioneered a breakthrough media strategy improving R.O.I. (Return On Investment) 75% or over \$25 million.

Northwestern Ad Agency, Inc. Cleveland, Ohio

08/90-08/95

A strategically driven, full-service agency providing targeted databases to local marketing programs for developing and implementing restaurants, retail industry, and integrated marketing communications.

Account Manager – Client Services

Recruited, directed, and promoted direct account services to groups or individual companies. Clients include: Goodyear Tire & Rubber Company, Marriott, Wendy’s, Coca Cola, Ruby Tuesday, G & G Communications, and others.

- Utilized sales prospecting and database system, to improve productivity by 25% and build relationships with company management.
- Key member of strategic management team developing and implementing growth strategies, which resulted in a 150% revenue increase for the year.
- Responsible for innovative home improvement marketing strategy; which outsold leading competitors by 2 to 1. Program included video, print ads, direct mailing, and consumer / trade collateral.

EDUCATION

University of Cincinnati B.S./Communications

Professional Dependable Dedicated

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OBJECTIVE

To obtain a Customer Service Position

COMPUTER / EQUIPMENT SKILLS

Microsoft Works, Internet, Printer Copier, Fax Machine
Dictaphone, Type 50-55 wpm

Sterling Jewelers, Inc. Akron, Ohio

05/99-01/06

One of the largest specialty retailers of fine jewelry in the country; Signet Group, the parent company is a British owned corporation. Their distribution technologies allow them to tag and ship up to 75,000 orders per day and operate over 1000 stores coast-to-coast.

Customer Service Representative

Customer Service Representative answers in-bound calls from customers and resolve any customer service needs according to company policies and procedures.

- Answered multiple telephone lines and provided information to callers; took messages, transferred calls to appropriate people departments.
- Contacted customers by telephone to remind them of up-coming service needs and resolve any customer problems; updated records and scheduled appointments.
- Evaluated customer concerns and complaints to resolve situations, problems, service needs, and payments.
- Provided support to team and office personnel to accomplish duties and tasks.
- Dedicated to providing high quality performance and assisting customers with prompt, professional, courteous service.
- Responsible for maintaining, updating and processing confidential informational records and correspondence.
- Researched and compiled documents and met deadlines for retail and commercial businesses.
- Handled corporate billing to business customers and payment collection for merchandise purchases.

American Red Cross, Akron, Ohio

02/97-03/99

A humanitarian organization led by volunteers and guided by its congressional charter and the fundamental principles of the International Red Cross Movement, will provide relief to victims of disaster and help people, prevent, prepare, for and respond to emergencies.

Telerecruiter, Customer Service Representative

Telerecruiter is responsible for coordinating, contacting and recruiting individuals for disaster relief assistance. Customer Service Representative contacts blood donors, answers questions and gives information for assistance programs.

Donald R. Zirkle

(Continued page 2)

- Answered multiple telephone lines and provided information to public, took messages, transferred calls to voice mail, appropriate individuals and departments.
- Contacted blood donors by telephone to remind them of upcoming blood drives and the status of the blood inventory, updated records and scheduled appointments.
- Interacted with public using tact and diplomacy to resolve complaints effectively and courteously as well as provided information about available services.
- Typed routine correspondence, reports, recruitment materials and monthly schedules of blood drives.
- Maintained current blood donor records to ensure record accuracy and repeat donations; performed alphabetical and numerical filing.
- Successfully worked in a team environment to accomplish blood collection goals.

D & K Stores, Canton, Ohio

09/96-01/97

A retail chain store located in Canton with over 500 other store locations throughout the State of Ohio. Sales averaging over \$20 million a year with a new store opening every year.

Working Manager

Monitored sales activities to ensure that customers receive satisfactory service and quality products. Directed and supervised employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customer satisfaction.

- Provided customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Kept records of purchases, sales, and requisitions; inventoried stock and reordered when inventory drops to a specified level and examined products purchased for resale or received for storage to assess the condition of each product or item.
- Hired, trained, and evaluated personnel in sales or marketing establishments, promoted or fired workers when appropriate; assigned employees to specific tasks or duties.
- Performed work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise.

EDUCATION

Hammel Actual Business College, Akron, Ohio
Central High School, Akron, Ohio – Diploma

AWARDS

5-Time Outstanding Attendance Award

Career Minded, Organized, and Dependable