RESUME

PERSONAL

Name	Name
Address	Street, Kiowa, Kansas 67070
Phone	(918) 000 – 0000
Email	name@gmail.com

WORK EXPERIENCE

2019 – Present

Delivery Driver
Pizza Hut, Alva (OK)
- Deliver orders to customers
- Wash dishes and pans
- Prep dough
- Sweep and mop in the back at closing

2019 – 2019

Overnight Store Clerk
Jiffy Trip, Alva (OK)
- Stocked store
- Cleaned maintained inside store and outside at fuel pumps
- Prepped breakfast food items

2016 – 2019

Cashier, Automotive Service Writer/ Cap Team 2 Stocker
Walmart, Claremore/ Alva (OK)
- Cashed people out at registers
- Assisted cart pushers occasionally
- Completed returns and exchanges at return counter
- Returned items to the proper departments
- Cashed out orders/completed battery exchanges (Automotive Dept.)
- Checked people into Tire and Lube shop (Automotive Dept.)
- Assisted techs in TLE shop (Automotive Dept.)
- Stocked products in multiple departments (Cap Team 2, Alva, OK)

2015 – 2015

Operator
Iofina, Alva (OK)
- Completed hourly chemical tests
- Scooped and packaged product
- Cleaned and maintained site and office

2013 – 2015

Store Clerk
C Store and Grill, Burlington (OK)
- Took orders
- Cashed people out at register
- Made orders at grill and fryer
- Made pizzas
- Cleaned and maintained store
- Stocked store

EDUCATION AND TRAINING

2019 – Present   Northwest Technology Center – Alva, OK
                   Auto Tech

2011 - 2015   Burlington High School – Burlington, OK

CERTIFICATIONS AND ACHIEVEMENTS

2020   National Technical Honor Society
2020   ASE Entry Level – Automobile - Brakes
2019   ASE Entry Level – Automobile – Engine Repair
2019   ASE Entry Level – Automobile – Suspension and Steering
2019   ACT WorkKeys National Career Readiness Certificate

SKILLS

Computer Skills:
- Google Docs, Sheets, Slides
- Microsoft Word

Auto Service Skills:
- Checking and changing fluids
- Removing, inspecting, and replacing engine and components
- Brake service
- Steering and suspension service

REFERENCES