



Sample Resumes
SAMPLE RESUME 2

DAMIEN INDIVIDUAL

260 Third Ave. 2G
Bronx, NY 10450

(718) 444-3333
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OJECTIVE: To obtain a challenging and rewarding position that will utilize my working skills and education.

EXPERIENCE:

- | | | |
|-------------|--|--------------------|
| 11/00-12/02 | OLSTEN / STAFFING
<u>Clerk</u> <ul style="list-style-type: none">• Obtained, organized, and filed company files.• Received and dispatched incoming phone calls.• Composed and submitted monthly inventory reports. | BROOKLYN, NEW YORK |
| 02/00-11/00 | BURNS INTERNATIONAL SECURITY
<u>Security Guard</u> <ul style="list-style-type: none">• Informed visitors and residents of the procedures of the facility.• Documented and filed inspections and drills.• Scanned Visitors to ensure safety.• Inspected and monitored facility via camera and patrol. | NEW YORK, NEW YORK |
| 03/96-01/99 | BANANA REPUBLIC
<u>Stock</u> <ul style="list-style-type: none">• Organized and stocked products for inventory.• Provided customers with pricing on merchandise and services available.• Priced, metered, and checked items for safety. | NEW YORK, NEW YORK |
| 05/95-01/96 | POP'S PUSH CART FRUITS & VEGETABLES
<u>Loader</u> <ul style="list-style-type: none">• Inspected and monitored all produce to ensure its freshness.• Maintained and documented all incoming products.• Dispatched incoming phone calls.• Unloaded, labeled, and stocked incoming cartons. | BRONX, NEW YORK |
| 07/90-05/95 | KINGSBRIDGE INCOME MAINTENANCE CENTER BRONX, NEW YORK
<u>Assistant Case Worker</u> <ul style="list-style-type: none">• Obtained, organized, and filed client's files.• Recorded children's educational development for supervisor's information. | |

- Answered and dispatched clients incoming phone calls.
- Documented and reported children's and client's complaints.

EDUCATION:

09/88-05/89 YOUNG ADULT LEARNING ACADEMY NEW YORK, NEW YORK
General Equivalency Diploma

SKILLS:

Microsoft Windows, Microsoft Word, WordPerfect
Experience in Operating Office Machines: Fax, Copy Machine, Phone,
Organizational and filing skills

REFERENCES:

Furnished Upon Request