

Sample –Combination Resume

Jill D. Doe

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JOB INTEREST

An upper level position which will utilize my mechanical and problem solving skills.

EDUCATION

Manhattan Area Technical College, Manhattan, KS May 1994

Electric Power and Distribution Certificate May 1994

Topeka High School, Topeka, KS May 1993

WORK EXPERIENCE

Appliance Repair Technician

July 1997 to Present

A+ Appliance Service, Manhattan, KS

- Inspect and repair home appliances
- Provide fast, efficient customer service
- Work independently
- Select, use, maintain, and protect tools and equipment

General Maintenance and Repair Technician I

March 1996 to June 1997

Kansas State University – Facilities, Manhattan, KS

- Assisted in crumbling classroom project
- Worked in a team environment
- Completed small electrical repairs
- Assisted with removal and repair of asbestos material

Utility Worker

May 1994 to February 1996

Kansas State University – Facilities, Manhattan, KS

- Kept campus ground clean
- Performed lawn care services
- Repaired and maintained machinery, tools, and equipment
- Worked independently and with a team

RELATED EXPERIENCE

- Painted projects
 - Fences
 - Exterior of homes
 - Interior of homes
- Roofing
- Plumbing
- Small electrical projects
- Installing floor tiles

SPECIAL SKILLS

- Quick learner
- Dependable
- Work independently
- Possess strong organizational and communication skills