

Mark Smith

15 Applebee Road ■ Sometown, CA 55555 ■ 555-555-5555 ■ somename@somedomain.com

Career Goal: Construction / Carpenter's Assistant

Reliable, quality-focused construction assistant seeking a full-time position in the industry. Offer hands-on building and remodeling skills gained through experience as a home remodeling assistant and sales assistant for ABC Home Improvement Store. Strong knowledge of residential construction and remodeling techniques, tools, equipment and materials.

Construction Skills

- Insulation & drywall work
- Painting & finishing
- Demolition
- Roofing & siding
- Patio/hardscaping
- Tile & trim work
- Windows & doors installation
- Cabinets & appliances installation
- Handicap accessibility projects

Experience

ABC HOME IMPROVEMENT STORE, Sometown, CA (*Leading national building supply retail chain*)
Sales Associate, Tool Department, 5/06 to Present

Meet department's sales and service objectives and handle special orders, delivery services and inventory tracking. Interact extensively with customers, answering questions and recommending products that meet their needs. *Selected Achievements:*

- Completed extensive training in sales and customer service, as well as specialized training in multiple product areas including tools, electrical, plumbing, lumber, flooring, lighting, hardware and garden.
- Developed a solid knowledge of an extensive array of tools, hardware and building materials.
- Helped increase sales to #1 ranking district-wide for five consecutive months -- a first for the department.
- Commended for excellent consultative sales and customer service skills on performance reviews.

DEF COMPANY, Sometown, CA (*Residential construction and remodeling firm*)
Assistant Remodeler (part-time), 2/08 to Present

Assist owner with residential remodeling projects, including carpentry, roofing, plumbing, masonry and tile work. Ensure optimal work quality and customer service. *Selected Achievements:*

- Assisted in the completion of 12 home remodeling projects (budgets up to \$150K). Projects ranged from installing simple fixtures to doubling the square footage of a home.
- Gained practical, hands-on knowledge of all aspects of home construction and remodeling.
- Earned a reputation as a trusted assistant: *"Mark is my right-hand man...I can always count on him to show up early, produce high-quality work and keep a positive attitude throughout the day..."*
-- Richard Sussex, Owner

Education

ZYX COLLEGE, Sometown, CA

- A.A. degree, General Studies, 5/06

Available for short-term projects ■ CA driver's license ■ Excellent work references

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