

## Jane Entry Level

720-555-1212

### Objective

To work in a company that will best utilize my skills and experience to enable me to grow within that organization

### Qualifications Summary

- Computer Literate
  - Great Work Ethic
  - Quick to Train
  - Forklift Experience
  - Construction and Labor
- Administrative Skills
  - Clerical Experience
  - Mechanical Experience and Skill
  - Automotive Knowledge and Skill
  - Cashier Experience

### Work Experience

**Cashier** Safeway, Lakewood, CO 02/2008-09/2008

- Courtesy Clerk
- Stocking
- Fuel Station
- Maintenance
- Inventory

**Landscaper** AARR Enterprises, Denver, CO 04/2004-12/2006

- Installing Sprinkler Systems
- Assistant Supervisor for the Crew
- Trimming and General Labor

**Shipping Clerk** AmeriSource Bergen, Denver, CO 01/2002-04/2004

- Shipping and Receiving
- Operating Electrical Pallet Jack
- Forklift Operation
- Pulling Orders
- Computer Data Entry

### Certifications

- Welding Certification

### Education

Basin High School