

A Quick Guide to Building Your Own Chronological Resume

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HIGHLIGHTS OF QUALIFICATIONS

- Dedicated, safety oriented, Red Seal Carpenter with twelve years’ experience in diverse residential and commercial construction projects
- Red Seal Carpenter certification; Occupational First Aid Level 3
- Demonstrated ability to apply skilled methods, techniques, and advanced math for construction
- Excellent communicator with co-workers, trades people, clients and management
- Exceptional safety knowledge and skills
- Fully trained in the use and maintenance of tools and equipment specific to construction

PROFESSIONAL EMPLOYMENT HISTORY

Carpentry Foreman Straight Line Contracting 	Fort McMurray, AB	2016 - 2017
<ul style="list-style-type: none">• Carried out day-to-day preventative and corrective maintenance duties related to residential and commercial building sites• Directed and participated in the building process while liaising with counterparts in operations to prepare necessary work permits while executing work on site and/or in workshop• Reviewed blueprints to estimate exact specifications and requirements of the job• Estimated cost, time, and materials required for construction projects• Led a team of up to 10 employees; mentored apprentices and other construction workers• Participated in the preparation of inspection and building procedures to ensure duties were carried out in a safe manner and in accordance with construction standards, codes and practices		
Carpenter/First Aid Attendant Straight Line Contracting 	Fort St. John, BC	2009 - 2015
<ul style="list-style-type: none">• Operated and performed preventative maintenance on hand and power saws, planers, lathes, joiners, shapers, drills, sanders and a variety of hand tools• Built foundations, installed floor beams, laid sub-flooring and erected walls and roof systems• Maintained, repaired and renovated residences and wooden structures in mills, hospitals, industrial plants and other establishments• Administered first aid to site workers for minor injuries such as lacerations, contusions, heat stress and strains• Assisted in accident investigation, reported and monitored their follow up		
Labourer Above Grade Contracting 	Nanaimo, BC	2005 - 2008
<ul style="list-style-type: none">• Erected and dismantled concrete forms, scaffolding, ramps and catwalks• Assisted in pouring foundations, framing, painting, installing windows, doors and performing activities related to the construction of new houses• Cleaned up wood ends, nails, contaminants and removed other hazardous material from the construction sites		

TRAINING & CERTIFICATION

Occupational First Aid Level 3 , St. John Ambulance, Nanaimo, BC (renewal)	2016
Red Seal certification , BCIT, Burnaby, BC	2015
Forklift ticket , Heavy Load Training, Leavitt Machinery, Nanaimo, BC	2014
Workplace Hazardous Material, Ground Disturbance, H2S Awareness, Construction Safety Training, Transportation of Dangerous Goods	

Suggested format only

If you would like additional assistance with your resume or cover letter, sign up for the next available workshop or make an appointment to meet with an Employment Consultant.

A Quick Guide to Building Your Own Combination Resume

RUBY TUESDAY

1050 Penny Lane ■ Parksville, BC V9P 2C4
250-555-4444 ■ rubytuesday@gmail.com

Proven record of exceptional customer service while maintaining high levels of efficiency and productivity in a fast-paced office environment. Strong organizational and communication skills with the ability to concurrently run a busy multi-line phone system. Advanced understanding of customer needs with diligent attention to detail resulting in superior customer service.

HIGHLIGHTS OF QUALIFICATIONS

- ✓ Two years’ experience in reception and office administration
- ✓ Medical Office Assistant certificate; knowledge of medical terminology and relevant software
- ✓ Proficient user of MS Word, Excel, Outlook and Access; typing speed 75 wpm
- ✓ Adhere to strict confidentiality policies when dealing with clients and client information
- ✓ High performing and creative; able to relate easily to staff, clients and colleagues

RELEVANT SKILLS & EXPERIENCE

Reception

- Provided initial contact to clients, responding quickly and diplomatically to concerns to ensure superior service and satisfaction
- Answered a high volume of calls and in-person inquiries; treated each person with respect and provided information and referrals
- Oversaw upkeep of the reception and waiting area including maintaining and ordering office supplies
- Scheduled and verified appointments and meetings of managers

Administrative Assistant

- Recorded and prepared minutes of meetings; proofread correspondence, invoices, presentations, brochures, publications, reports and relevant material
- Created, edited and executed statistical reports using MS Excel and Access
- Managed travel and accommodation reservations and appointment schedules for two managers and three salespeople who travelled extensively throughout the year
- Opened and distributed incoming regular and electronic mail and co-ordinated the flow of information internally and with other departments and organizations

WORK HISTORY

Administrative Assistant , Quest Manufacturing Company, Nanaimo, BC	2015-2017
Receptionist , Franks & Associates, Parksville, BC	2015
Server , Haddock Fish & Chips, Port Renfrew, BC	2009-2014
Server , Leslie’s Place, Courtenay, BC	2006-2008

EDUCATION & CERTIFICATIONS

Medical Office Assistant Certificate , Vancouver Island University, Nanaimo, BC	2017
First Aid Level I , St. John’s Ambulance, Parksville, BC	2016

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