



Sample Resumes
Chronological Resume

DAMIEN INDIVIDUAL

260 Third Ave. 2G
New York, NY 10450

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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 BROOKLYN, NEW YORK
Clerk

- Obtained, organized, and filed company files.
- Received and dispatched incoming phone calls.
- Composed and submitted monthly inventory reports.

02/00-11/00 BURNS INTERNATIONAL SECURITY NEW YORK, NEW YORK
Security Guard

- 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.

03/96-01/99 BANANA REPUBLIC NEW YORK, NEW YORK
Stock

- Organized and stocked products for inventory.
- Provided customers with pricing on merchandise and services available.
- Priced, metered, and checked items for safety.

05/95-01/96 POP'S PUSH CART FRUITS & VEGETABLES BRONX, NEW YORK
Loader

- 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.

07/90-05/95 KINGSBRIDGE INCOME MAINTENANCE CENTER BRONX, NEW YORK
Assistant Case Worker

- 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