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# Resume Templates

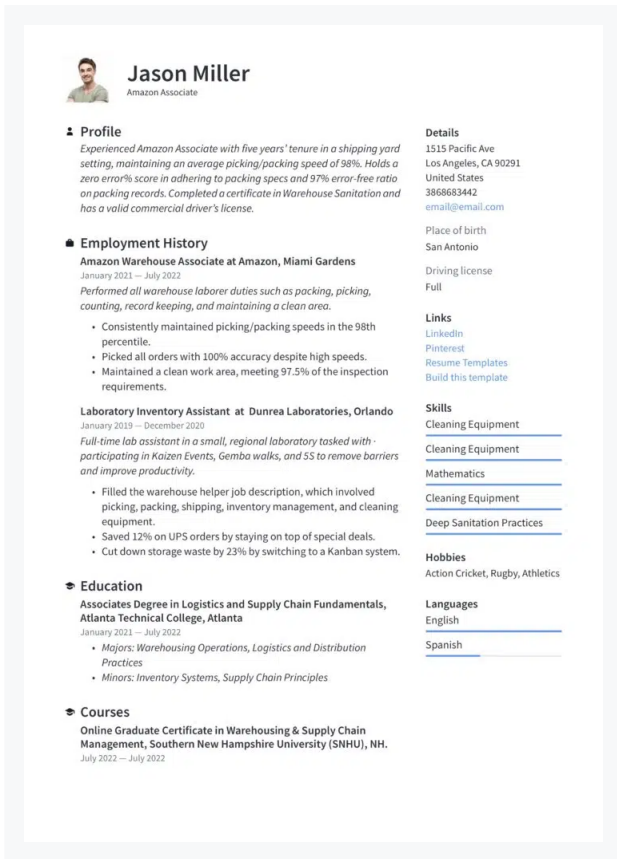
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**Jason Miller**  
Amazon Associate

**Profile**  
Experienced Amazon Associate with five years' tenure in a shipping yard setting, maintaining an average picking/packing speed of 98%. Holds a zero error% score in adhering to packing specs and 97% error-free ratio on packing records. Completed a certificate in Warehouse Sanitation and has a valid commercial driver's license.

**Employment History**  
**Amazon Warehouse Associate at Amazon, Miami Gardens**  
January 2021 – July 2022  
Performed all warehouse laborer duties such as packing, picking, counting, record keeping, and maintaining a clean area.

- Consistently maintained picking/packing speeds in the 98th percentile.
- Picked all orders with 100% accuracy despite high speeds.
- Maintained a clean work area, meeting 97.5% of the inspection requirements.

**Laboratory Inventory Assistant at Dunrea Laboratories, Orlando**  
January 2019 – December 2020  
Full-time lab assistant in a small, regional laboratory tasked with participating in Kaizen Events, Gemba walks, and 5S to remove barriers and improve productivity.

- Filled the warehouse helper job description, which involved picking, packing, shipping, inventory management, and cleaning equipment.
- Saved 12% on UPS orders by staying on top of special deals.
- Cut down storage waste by 23% by switching to a Kanban system.

**Education**  
**Associates Degree in Logistics and Supply Chain Fundamentals, Atlanta Technical College, Atlanta**  
January 2021 – July 2022

- Majors: Warehousing Operations, Logistics and Distribution Practices
- Minors: Inventory Systems, Supply Chain Principles

**Courses**  
**Online Graduate Certificate in Warehousing & Supply Chain Management, Southern New Hampshire University (SNHU), NH.**  
July 2022 – July 2023

**Details**  
1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442  
email@email.com

Place of birth  
San Antonio

Driving license  
Full

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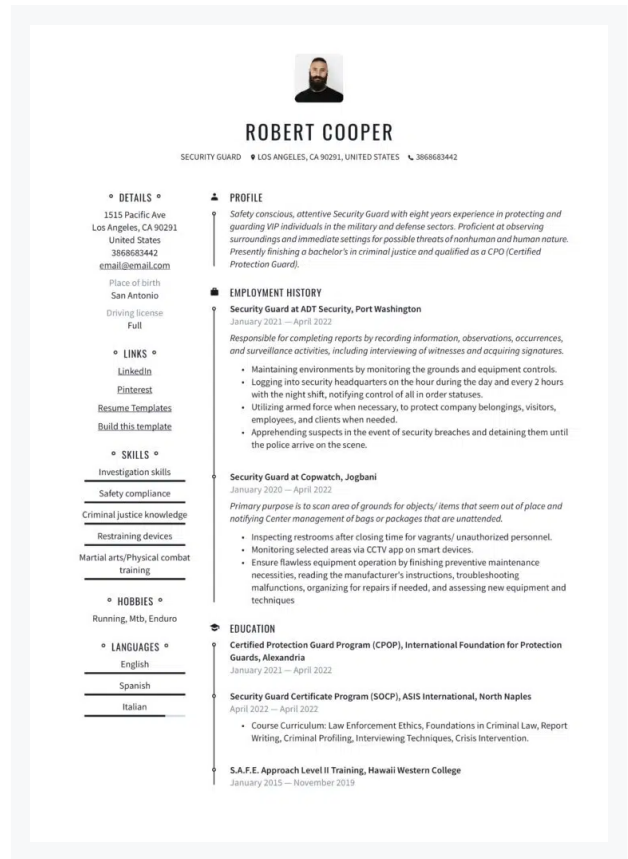
**Skills**  
[Cleaning Equipment](#)  
[Mathematics](#)  
[Cleaning Equipment](#)  
[Deep Sanitation Practices](#)

**Hobbies**  
Action Cricket, Rugby, Athletics

**Languages**  
[English](#)  
[Spanish](#)

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**ROBERT COOPER**  
SECURITY GUARD • LOS ANGELES, CA 90291, UNITED STATES • 3868683442

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Los Angeles, CA 90291  
United States  
3868683442  
email@email.com

Place of birth  
San Antonio

Driving license  
Full

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**SKILLS**  
[Investigation skills](#)  
[Safety compliance](#)  
[Criminal justice knowledge](#)  
[Restraining devices](#)  
[Martial arts/Physical combat training](#)

**HOBBIES**  
Running, MtB, Enduro

**LANGUAGES**  
[English](#)  
[Spanish](#)  
[Italian](#)

**PROFILE**  
Safety conscious, attentive Security Guard with eight years experience in protecting and guarding VIP individuals in the military and defense sectors. Proficient at observing surroundings and immediate settings for possible threats of nonhuman and human nature. Presently finishing a bachelor's in criminal justice and qualified as a CPO (Certified Protection Guard).

**EMPLOYMENT HISTORY**  
**Security Guard at ADT Security, Port Washington**  
January 2021 – April 2022  
Responsible for completing reports by recording information, observations, occurrences, and surveillance activities, including interviewing of witnesses and acquiring signatures.

- Maintaining environments by monitoring the grounds and equipment controls.
- Logging into security headquarters on the hour during the day and every 2 hours with the night shift, notifying control of all in order statuses.
- Utilizing armed force when necessary, to protect company belongings, visitors, employees, and clients when needed.
- Apprehending suspects in the event of security breaches and detaining them until the police arrive on the scene.

**Security Guard at Copwatch, Jopbani**  
January 2020 – April 2022  
Primary purpose is to scan area of grounds for objects/ items that seem out of place and notifying Center management of dogs or packages that are unattended.

- Inspecting restrooms after closing time for vagrants/ unauthorized personnel.
- Monitoring selected areas via CCTV app on smart devices.
- Ensure flawless equipment operation by finishing preventive maintenance necessities, reading the manufacturer's instructions, troubleshooting malfunctions, organizing for repairs if needed, and assessing new equipment and techniques

**EDUCATION**  
**Certified Protection Guard Program (CPOP), International Foundation for Protection Guards, Alexandria**  
January 2021 – April 2022

**Security Guard Certificate Program (SOC), ASIS International, North Naples**  
April 2022 – April 2022

- Course Curriculum: Law Enforcement Ethics, Foundations in Criminal Law, Report Writing, Criminal Profiling, Interviewing Techniques, Crisis Intervention.

**S.A.F.E. Approach Level II Training, Hawaii Western College**  
January 2015 – November 2019

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**Janine Nel**  
Sales Engineer

1515 Pacific Ave, Los Angeles, CA 90291, United States  
3868683442\_email@email.com

**Profile**  
Deadline-focused Sales Engineer with six years experience in technical sales, contributing to the 30% growth of income for regional technology solutions provider over five states, producing and assisting long-term contracts with Fortune 500 clients, and growing Territory sixfold up to \$350M.

**Employment History**  
**Sales Engineer, Engen Oil, Jacksonville**  
May 2022 – May 2022  
Primary duty was to recognize and provide current and future customer necessities in areas of filtration and lubrication products and services.

- Initiated Lubrication Fundamentals classes for employees and customers, which provided education on basic product info, machine elements that need lubrication, application methods, storing lubricant, and lubricant conservation and handling.
- Designed and applied a highly effective industrial filtration program that produced up to 2,000 gallons of processed oil weekly, which resulted in a considerable expense saving for the customer and improved profits for the company.
- Designed and applied for numerous lubrication programs, providing additional value-added services and improved profit margins.
- Functioned as a consultant on Best-in-Class Lubrication programs.

**Sales Engineer, Quest Medical, Los Angeles**  
January 2019 – April 2021  
Accountable for day-to-day program management, customer relationships, and estimating the shaping and assembly of medical programs for critical Fortune 500 Clients: Pall Life Sciences, Baxter Healthcare, and Quest Medical.

- Designed and presented tailored technical solutions to top-3 state automotive dealers, driving sales from \$3M to \$13M over 15 years.
- Supervised logistics and Proof of concept pilots worth up to \$800,000.
- Exceeded yearly quota by 145% by actively outperforming the competition in public tenders and providing 97.5% satisfaction support over the managed Territory of current accounts.

**Education**  
**Masters in Industrial Engineering, Harvard University, Miami**  
January 2019 – May 2022

Professional  
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**Kristen Connelly**  
VIDEO PRODUCT ASSISTANT

**Profile**  
Three-year online Video Production Assistant for commercials and short films. Competent with Premiere Pro for trimming short segments to required lengths, 20% more likes and comments due to re-sequenced scenes to enhance audience satisfaction.

**Employment History**  
**Video Production Assistant, Blue Penguin Designs, Bar Bigha**  
FEBRUARY 2021 – PRESENT  
Responsible for supporting a large scale production team of 100 people, throughout production, including development, pre-production, post-production, principal photography, and distribution.

- Managed the bookings for guests, the green room traffic, and any guest suites.
- Researched story ideas and then compiled footnotes and gathered footage for presentation.
- Completed Video Production-scriptwriting, audio editing, and mixing using the Avid non-linear editing system.
- Maintained and assisted with Production Acquisition.

**Video Production Assistant, Bottle Bob Advertising, Opelousas**  
JANUARY 2019 – FEBRUARY 2021  
Responsible for organizing and preparing visual and audio equipment to be used on video projects for clients such as Pfizer, Knoll Pharmaceuticals, and Merck.

- Helped edit graphics and video projects from conception to creation.
- Collaborated with the production team to provide content, digital assets, presentations, and other video needs.
- Built, edited, and polished videography proposals for business clients.
- Staged and set up audio and video equipment for studio and on-location shoots.
- Performed minor maintenance on video and audio equipment and managed any required vendor repair.

**Education**  
**BA in Film and Television, Boston University, Boston**  
FEBRUARY 2021 – PRESENT

- Related Coursework: Storytelling for Film and Television, American Masterworks, Television Drama, The Holocaust, Film Industry, International Film.

**Advanced Course in Digital Video Editing, ADMEC Multimedia Institute, Online**  
OCTOBER 2018 – JULY 2018  
2015 – Advanced Course in Digital Video Editing, ADMEC Multimedia Institute, Online

**Courses**  
**Hootsuite Certified Professional, Hootsuite Media, Albany, NY**  
JANUARY 2020 – FEBRUARY 2021  
**Adobe CSS Certified, University of Delaware, Newark, DE.**  
JANUARY 2020 – DECEMBER 2020

Modern  
Sydney: .pdf .jpeg .txt

**Mandy Campbell, Bootcamp Instructor**

1515 Pacific Ave, Los Angeles, CA 90291, United States, 3868683442\_email@email.com

**Place of birth** San Antonio **Driving license** Full

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**PROFILE**  
Passionate, entry-level Bootcamp Instructor with experience in freelancing assisting clients to reach tough fitness goals. Assisted one client to decrease serum A1C blood sugar levels from 230 mg/dL to 110 mg/dL. Assisted another client to designing a routine to decrease body mass into healthy ranges over eight months.

**EMPLOYMENT HISTORY**

**Jan 2019 – Jul 2021** **Certified Bootcamp Instructor, Dominix Fitness** **Dustin**  
Ran daily subs, staffing, and marketing for the group fitness programming. Upheld an active rapport with members and inspired group class motivation by 18% by redesigning class schedules, optimizing annual program budgets, analyzing and reporting program statistics.

- Instructor and sales associate in a fast-paced fitness business environment.
- Performed personalized fitness assessments for clients. Received letters of thanks from 50+ happy clients after surpassing their fitness goals.
- Exceeded sales goals by 29% average per quarter due to creating incredibly positive interactions with clients, producing active word-of-mouth.
- Used active listening skills to design personalized routines for clients.

**Jul 2021 – Jul 2021** **Bootcamp Instructor, Curves Gym** **Ponta Preta**  
Gave new gym members a comprehensive outline of the equipment, giving over safety and advantages of a wide array of exercises.

- Trained individual clients, helping them to achieve their fitness goals with a combination of healthy exercise, lifestyle choices, and nutrition.
- Created and led strength and conditioning classes every week for up to 20 members, highlighting high-intensity training and education.
- Designed and instructed stimulating group cycling workouts based on the five heart rate zones.

**EDUCATION**

**Jul 2021 – Present** **Bachelor's Degree in Exercise Science, Concordia University** **Concordia**  

- Surpassing expectations in Personal Training coursework.
- ContraFit Level 1 Instructor, Condo's Prep Certified.

**Jan 2020 – Jul 2021** **Advanced First Aid Diploma, National CPR Foundation** **Miami**

**Jan 2018 – Dec 2018** **High School Diploma, Barlow High School** **Tennessee**  

- Varsity track athlete.
- Leader of the varsity cycling club.

**SKILLS**

Cardio Training	Expert	Client Assessments	Expert
Fitness Routines	Expert	Health & Safety	Expert
HIIT	Expert		

**HOBBIES** Skiing, Hockey, Knitting

**LANGUAGES** English Native speaker Spanish Very good command

London: .pdf .jpeg .txt

**Esther Scott**  
TRAVEL AGENT

**Details**  
1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442\_email@email.com

**DRIVING LICENSE** Full

**PLACE OF BIRTH** San Antonio

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**Skills**  
Domestic & international travel expertise

**Budgeting & accounting**

**Logistical planning**

**Itineraries**

**Reservations**

**Travel Consulting**

**LANGUAGES**  
Russian  
French

**HOBBIES** Figure Skating, Volunteering, Art

**Profile**  
Customer service-oriented Travel Agent with five years of career experience in the Travel and Tourism industries. Possesses expertise in strategic partnership identification and development, event planning, and travel coordination. Key skills include organization, time management, and written and verbal communication.

**Employment History**  
**Travel Agent, Amazon Travel, New York**  
JANUARY 2020 – FEBRUARY 2022  
Tasked with making arrangements for tours, including, but not limited to, tourist attractions, transport, accommodations, and car rentals for the African continent focusing on responsible and sustainable accommodation establishments and also destination weddings.

- Provided advice about destinations and packages to tourists.
- Provided recommendations about tour and vacation packages provided by the company.
- Visited hotels and restaurants to improve accuracy on the travel agency's information such as cleanliness and available facilities so that recommendations are accurate.
- Handle bookings, invoices and issue tickets as well as confirm customers' names with airlines/hotels.
- Provide pricing information, brochures, and internet-based information.

**Travel Agent, PenTravel, Nashville**  
JANUARY 2018 – NOVEMBER 2020  
Primary responsibility to coordinate with local Tourist Guides to create itineraries for their clients according to specific guidelines and preferences also to handle all post-sales documents, pre-paid inventory management, rail booking, and document shipping.

- Attended client's queries on the phone, via the internet, and in person.
- Provided suggestions about how the company website can be improved for ease of use, completeness, and marketability, if and when necessary.
- Checked the weather conditions and forecasts; coordinated with local government bodies about the nature of the trips, and enclosed emergencies.

**Education**  
**Associate of Arts degree in Hospitality, Columbia University, New York**  
FEBRUARY 2021 – FEBRUARY 2022  
**Spanish and French, Orlando Language School, Orlando**  
JANUARY 2021 – FEBRUARY 2022  
**ravel and Tourism Management (Certificate Program), Chaplin School of Hospitality & Tourism Management, Buffalo**  
JANUARY 2014 – AUGUST 2018

**Accomplishments**

- Awarded Travel Agent of the Year award for scoring 98% in the client satisfaction survey.
- Organized reservations for over 340 guests while overseeing ticket distributions and managing customer relations and sales of tickets.
- Prepared and processed more than 12,500 guests monthly.
- Delivered seven hours a day, reaching 27,000 guests and generating \$270,000 of yearly income.

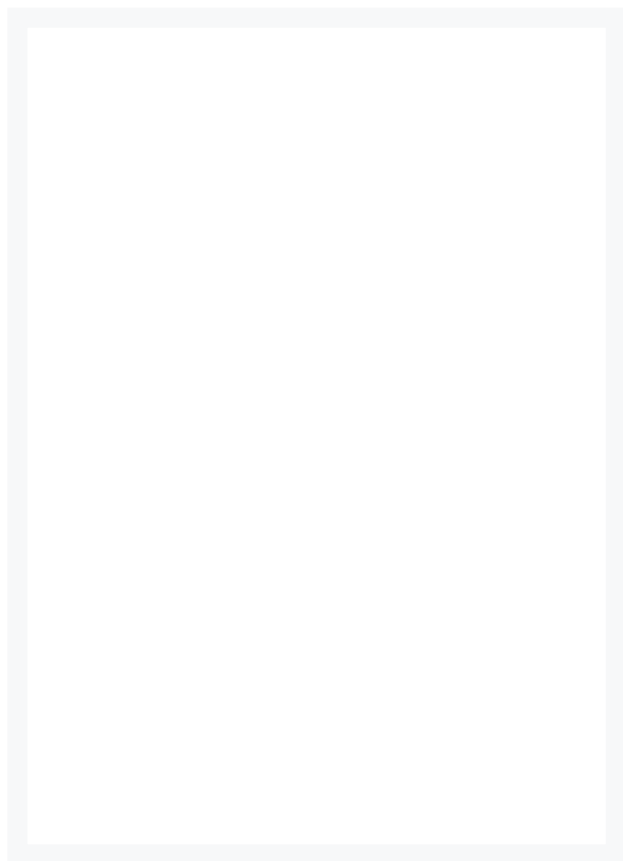
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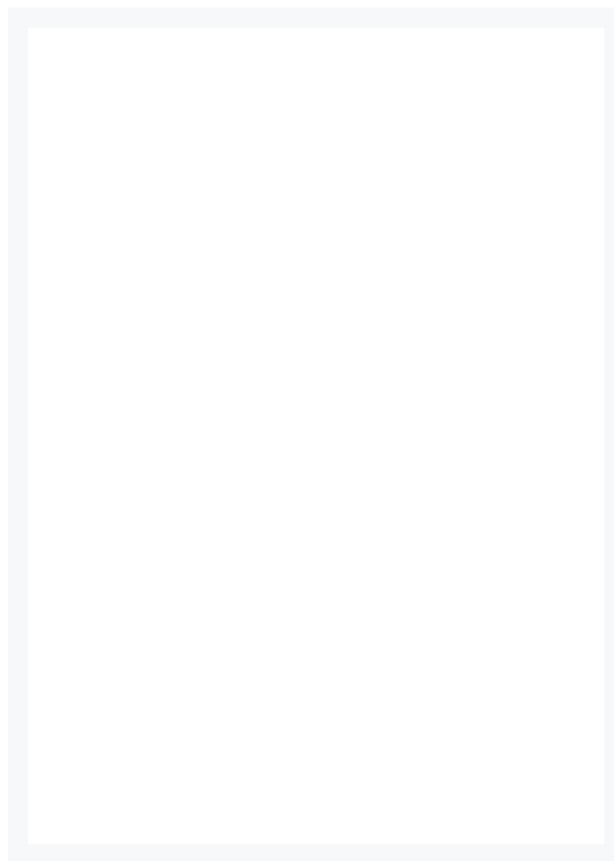
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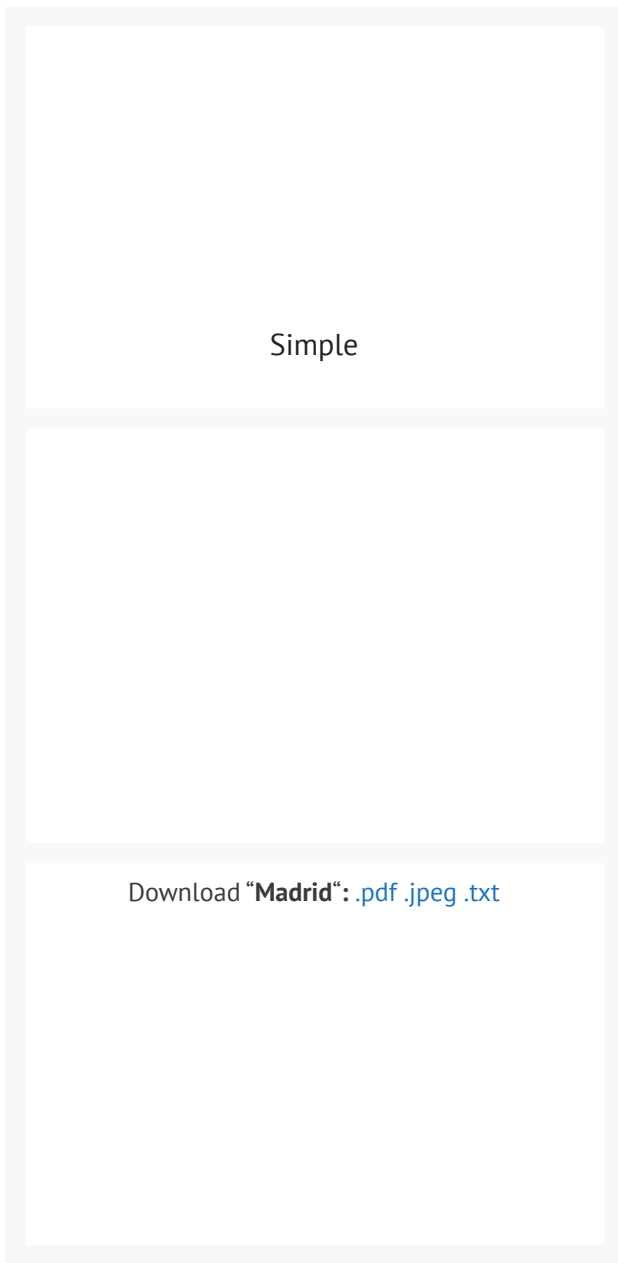


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Modern

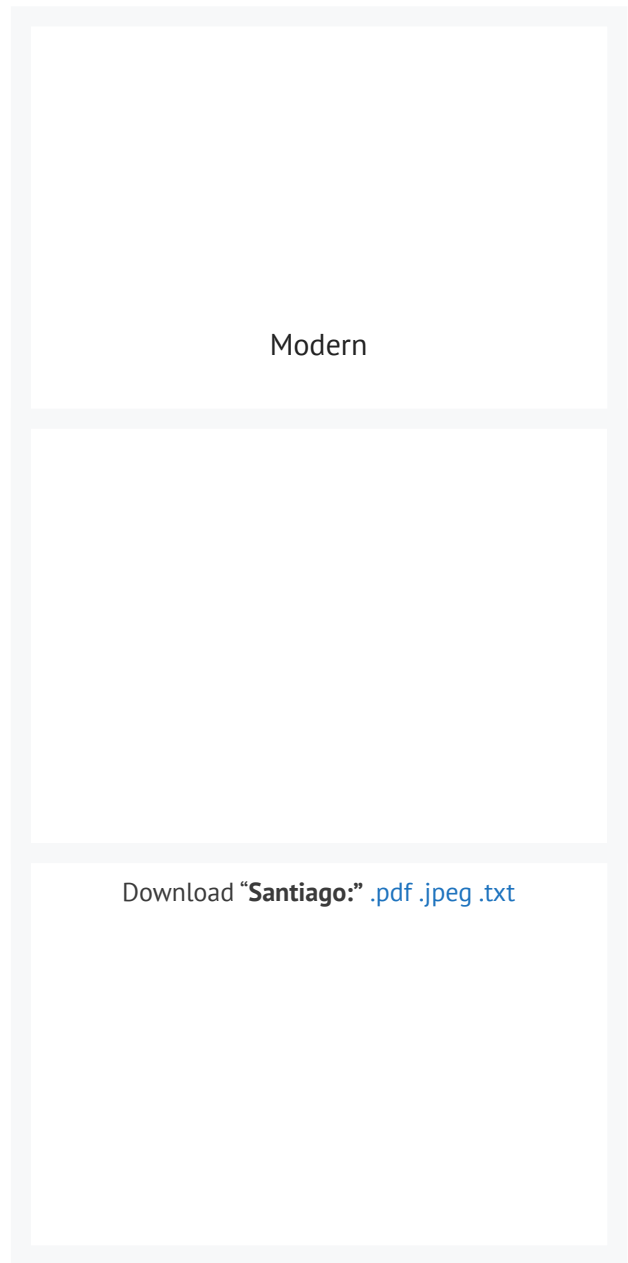
Professional





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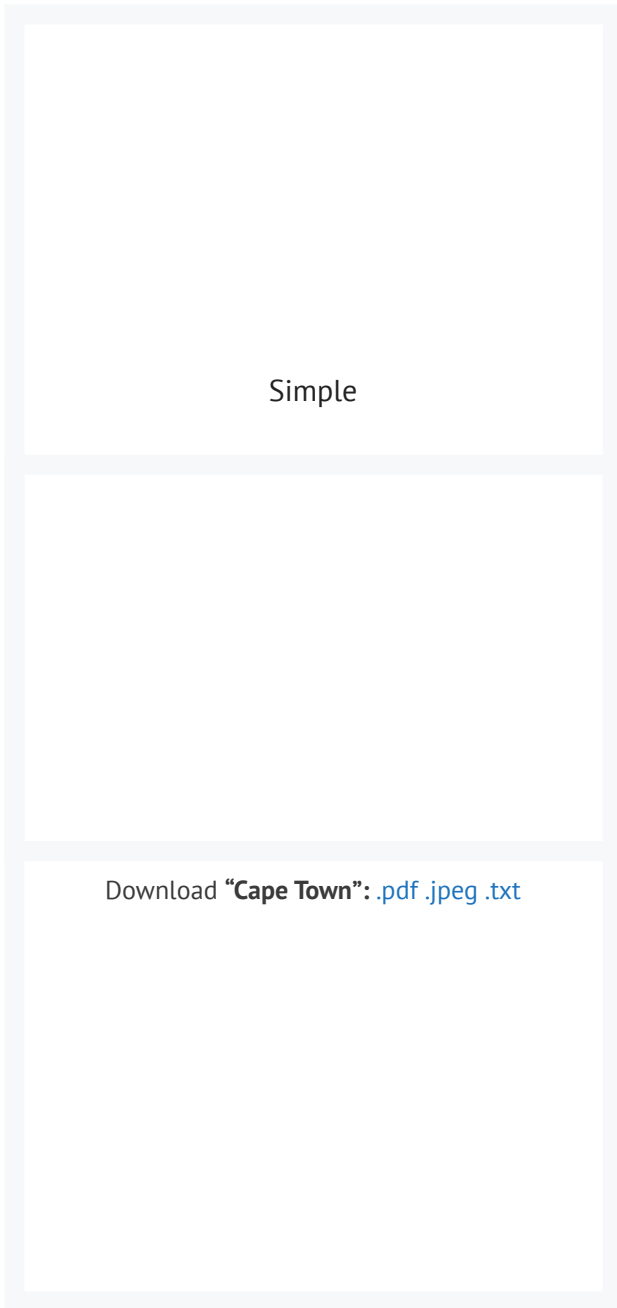
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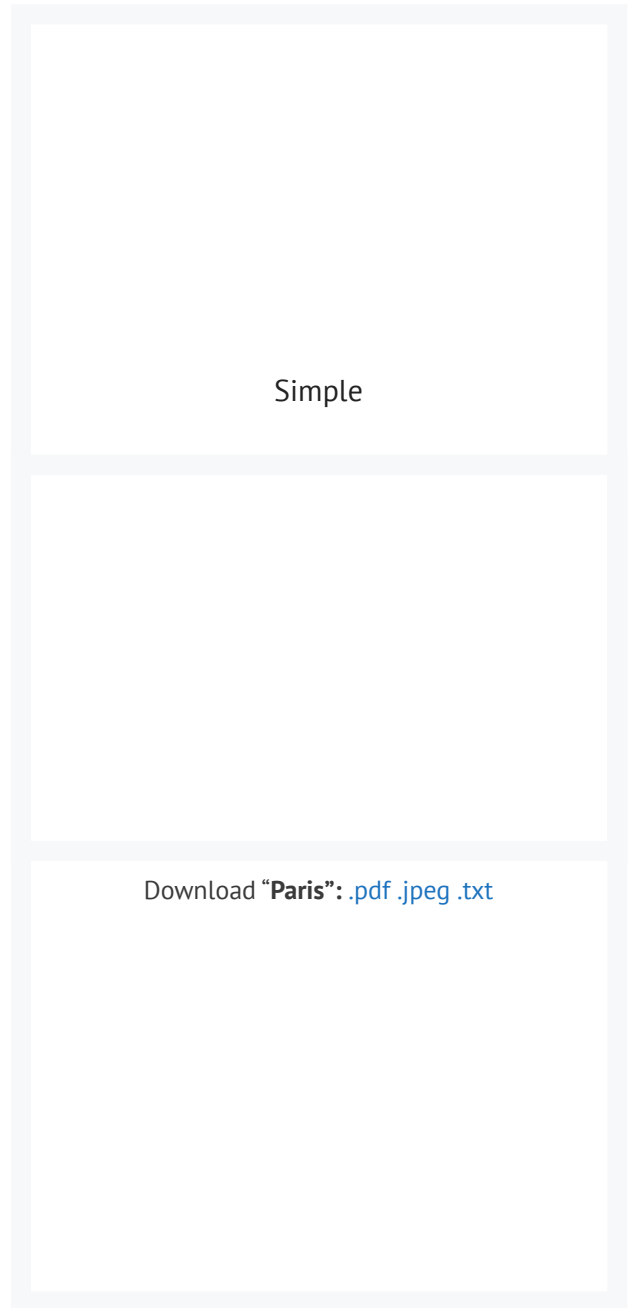


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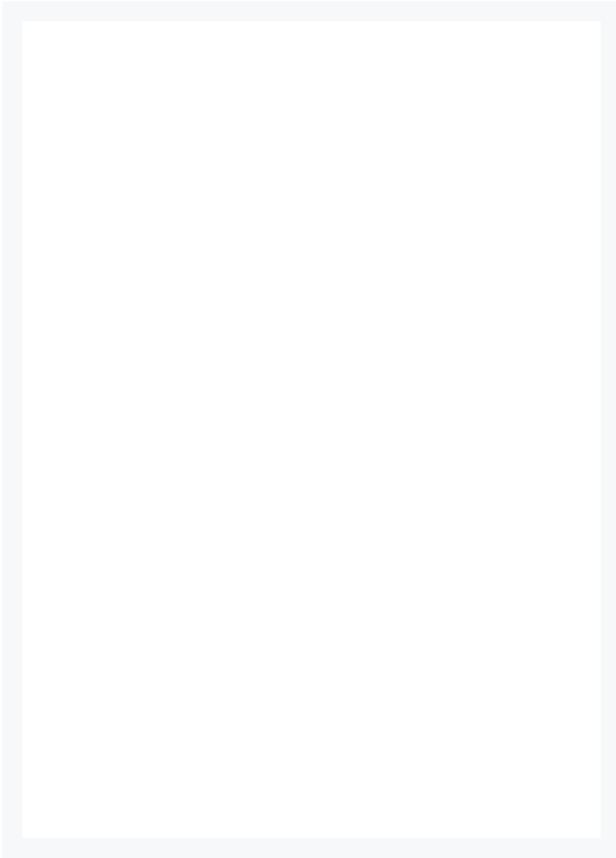
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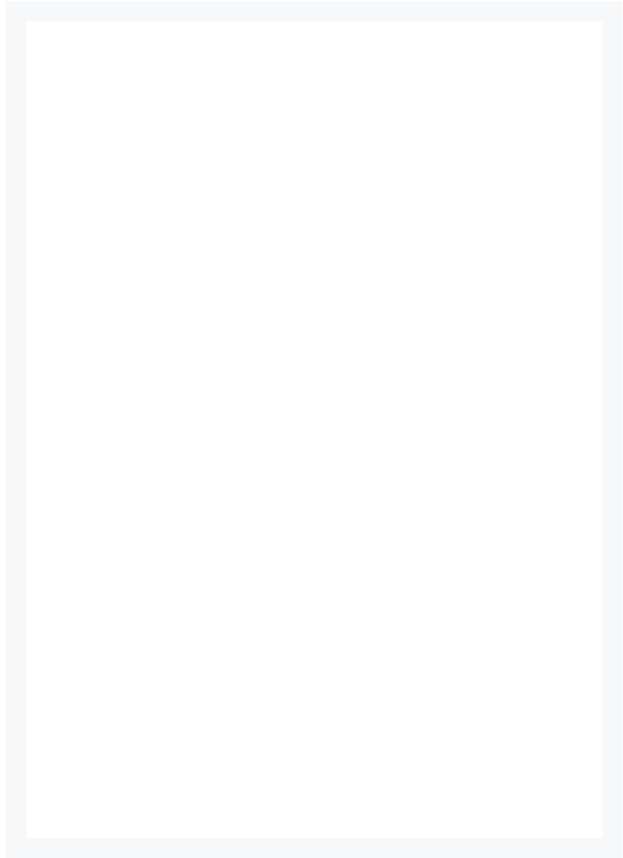
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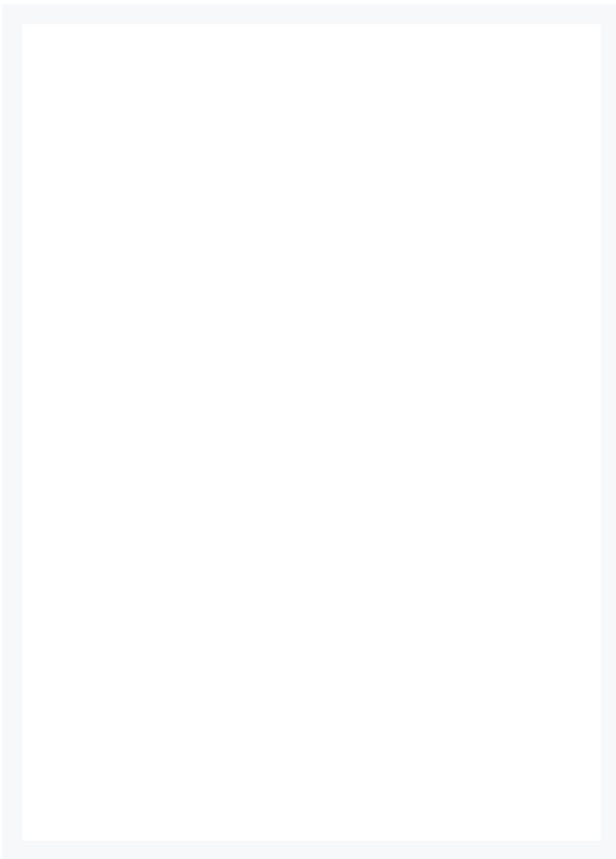
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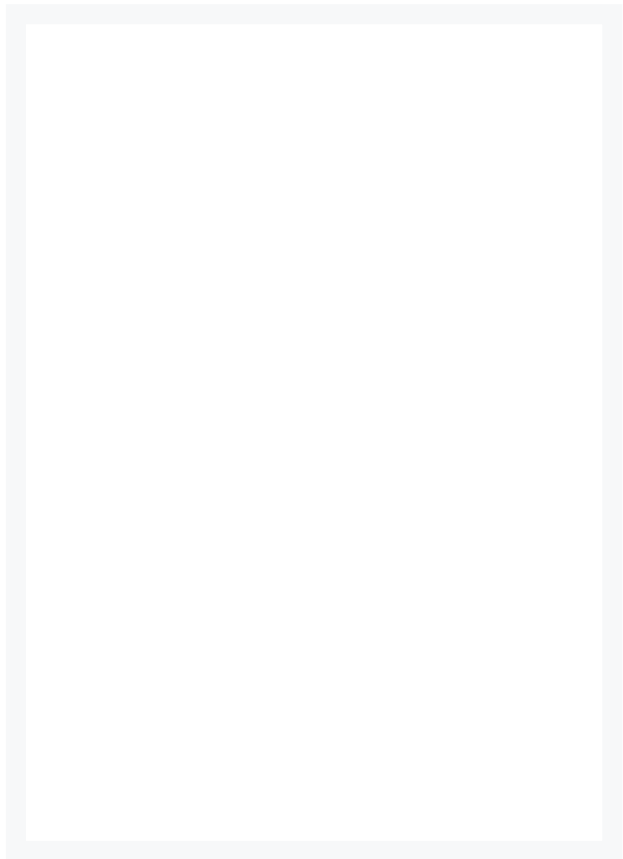


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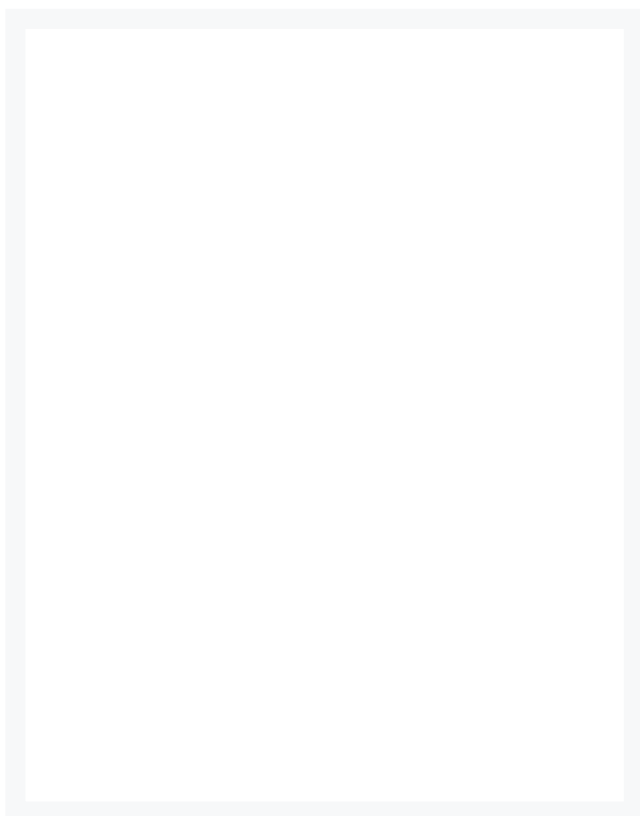
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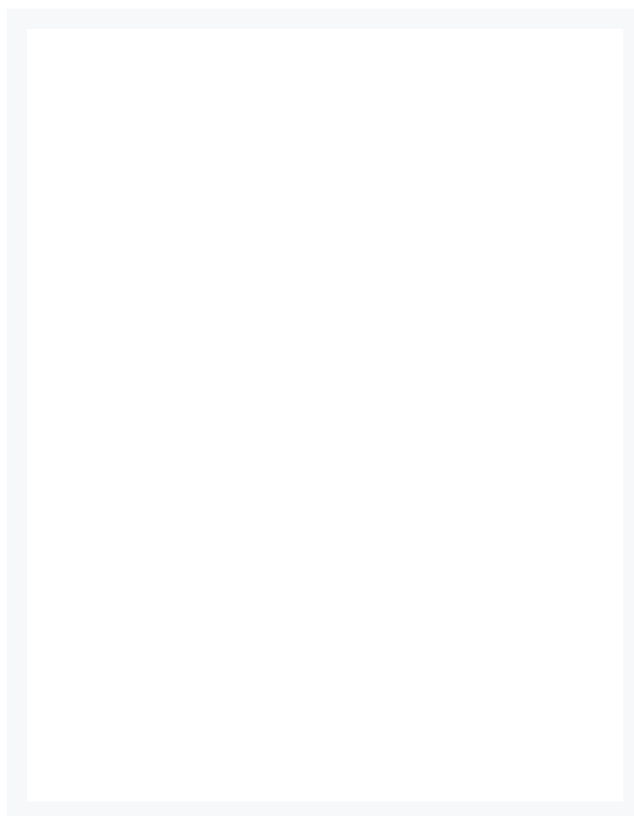
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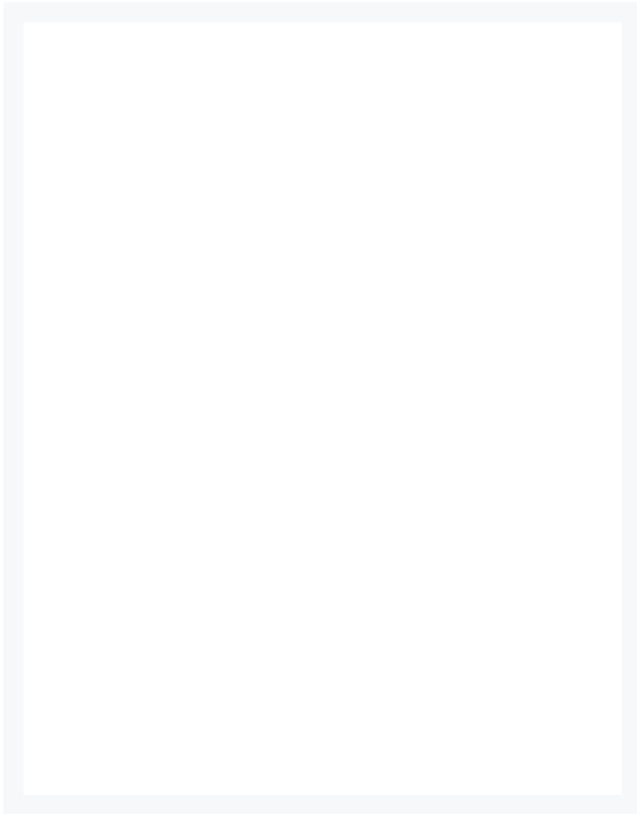
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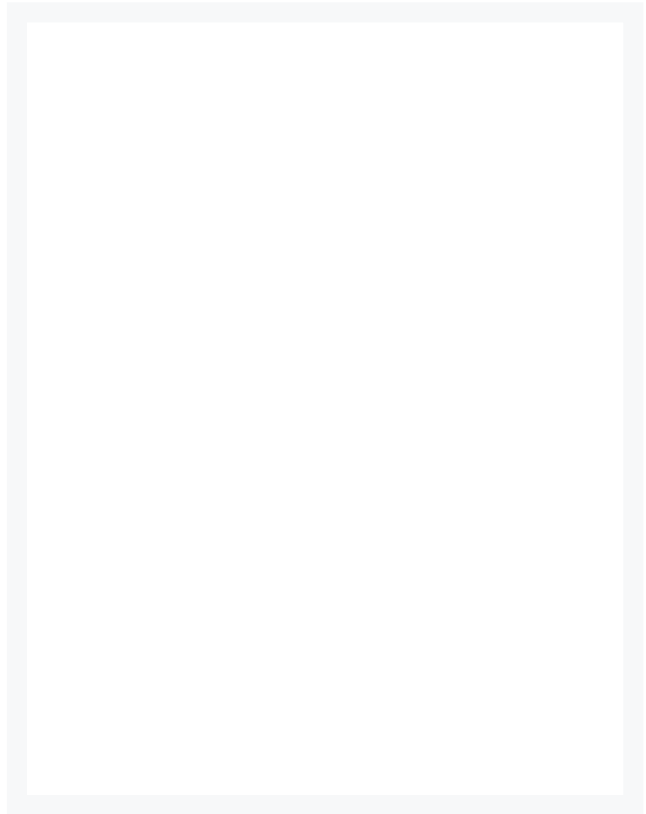
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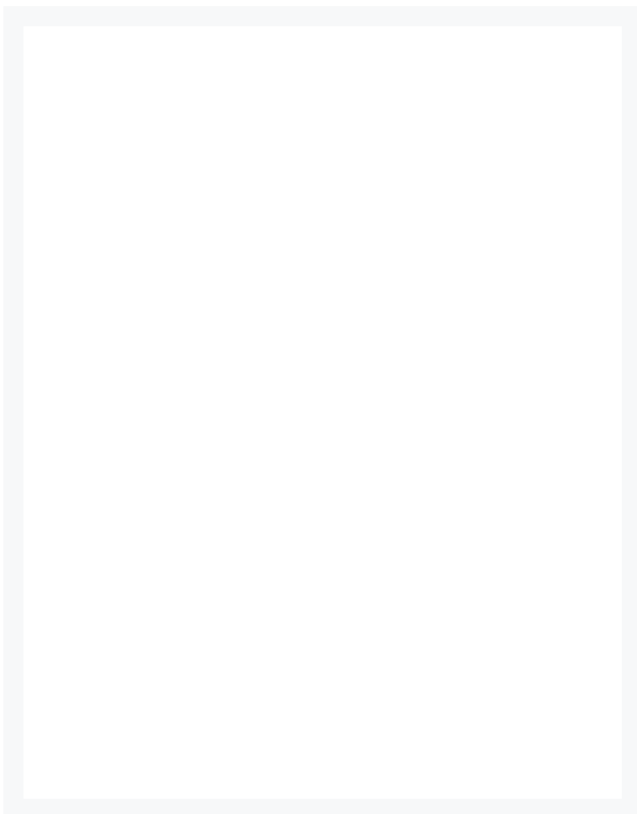




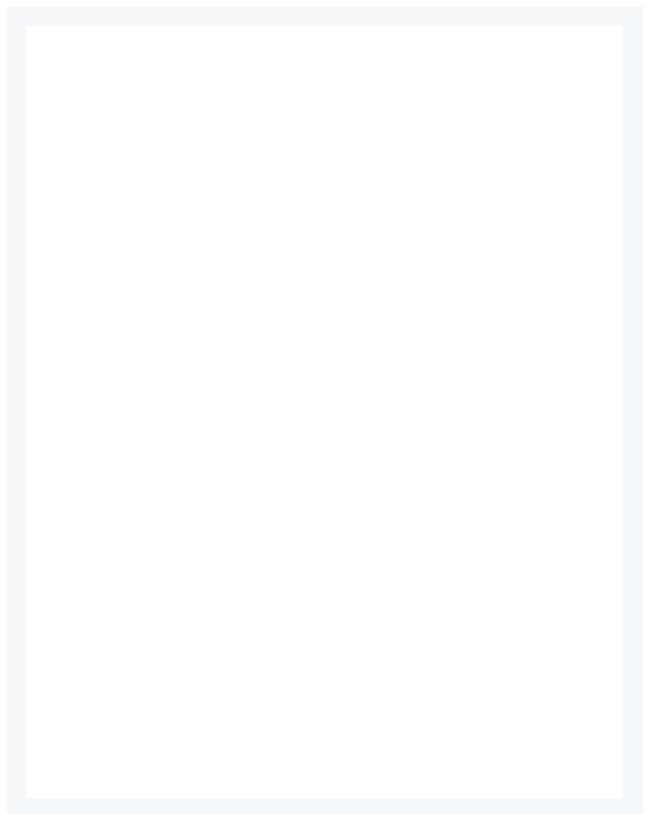
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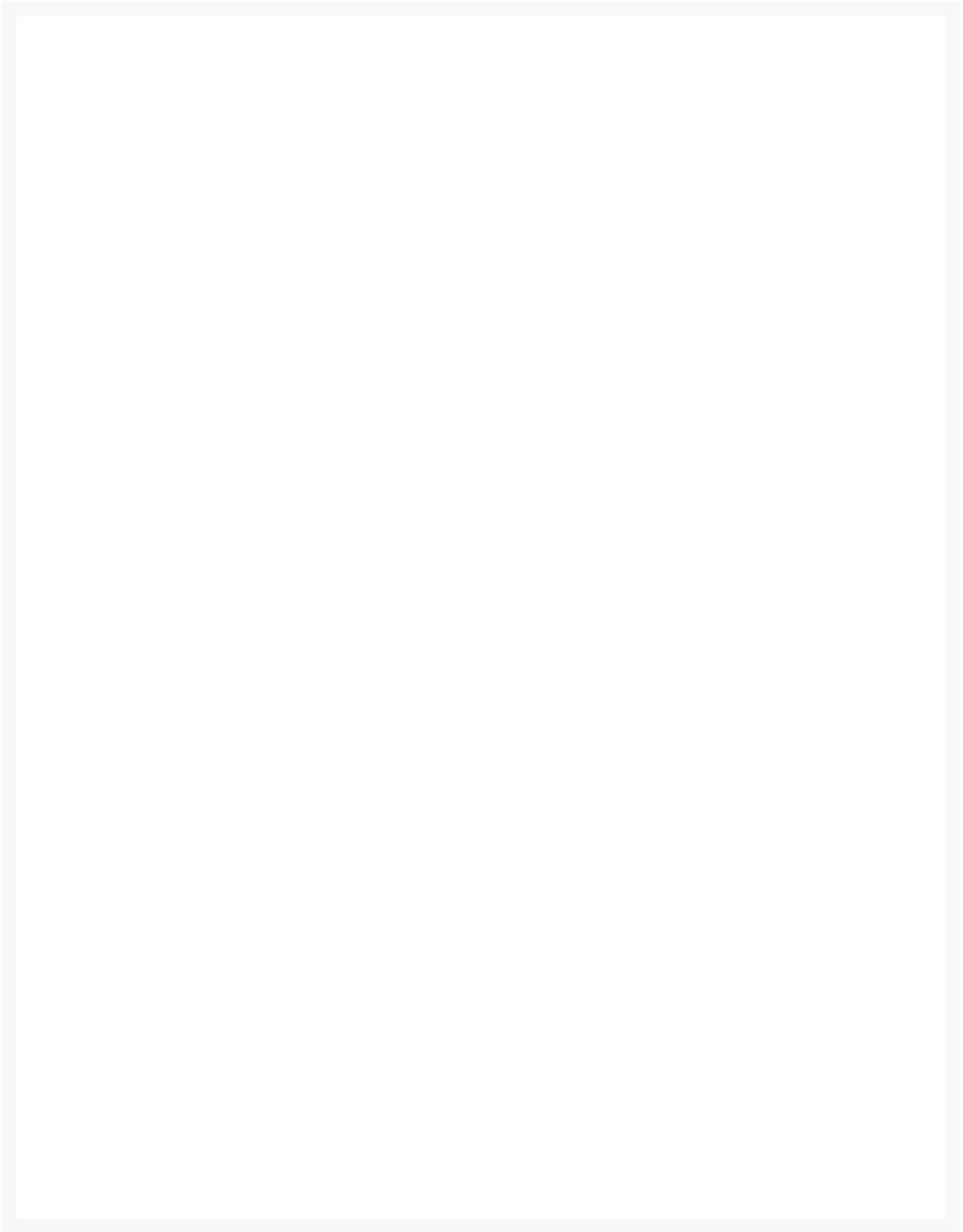


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**Technical “William”**

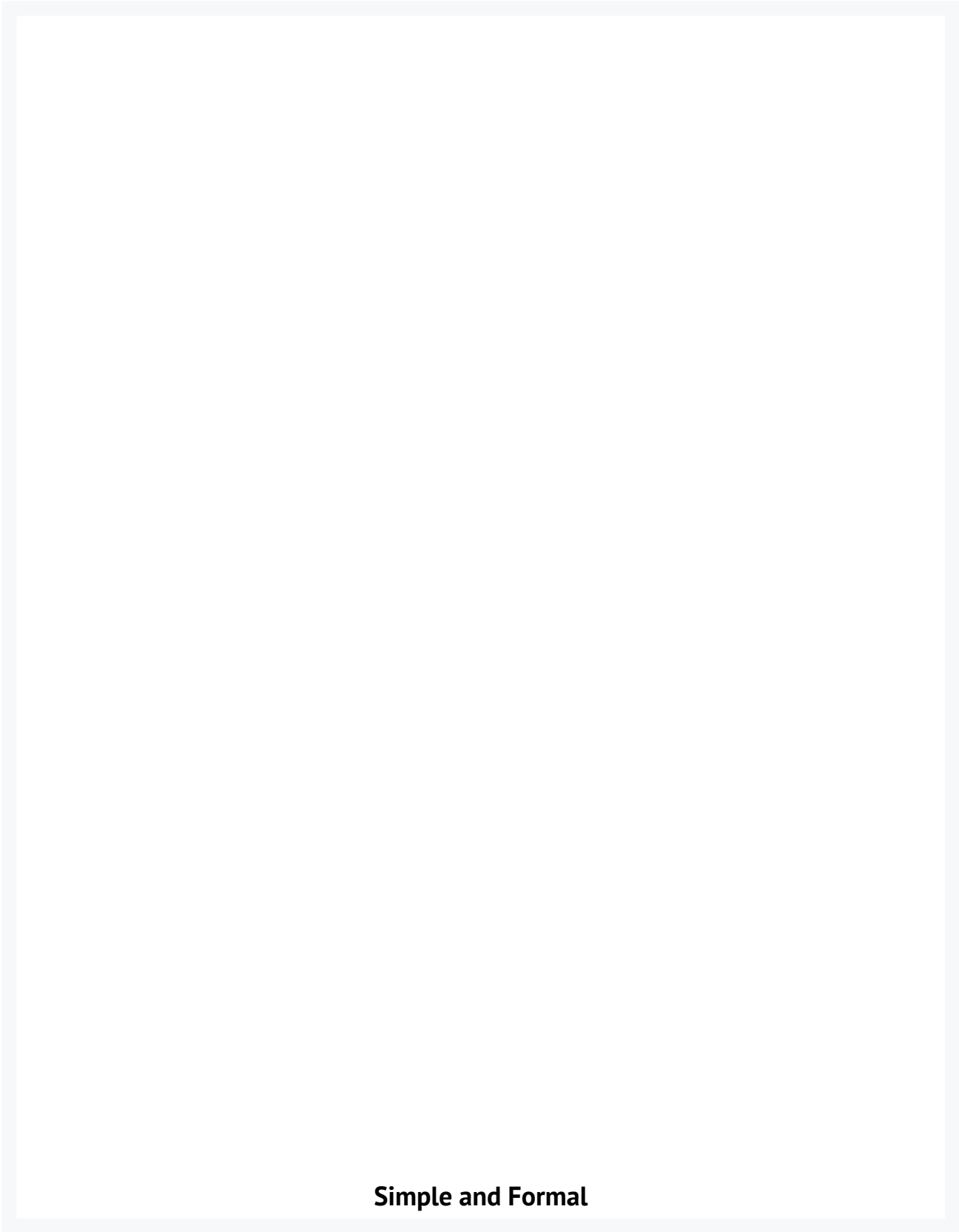




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## Simple Perfection





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## Modern Word Resumes Samples

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### Three Shades of Grey



**Dan Green**

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**Robert Grey**

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**John Smith**

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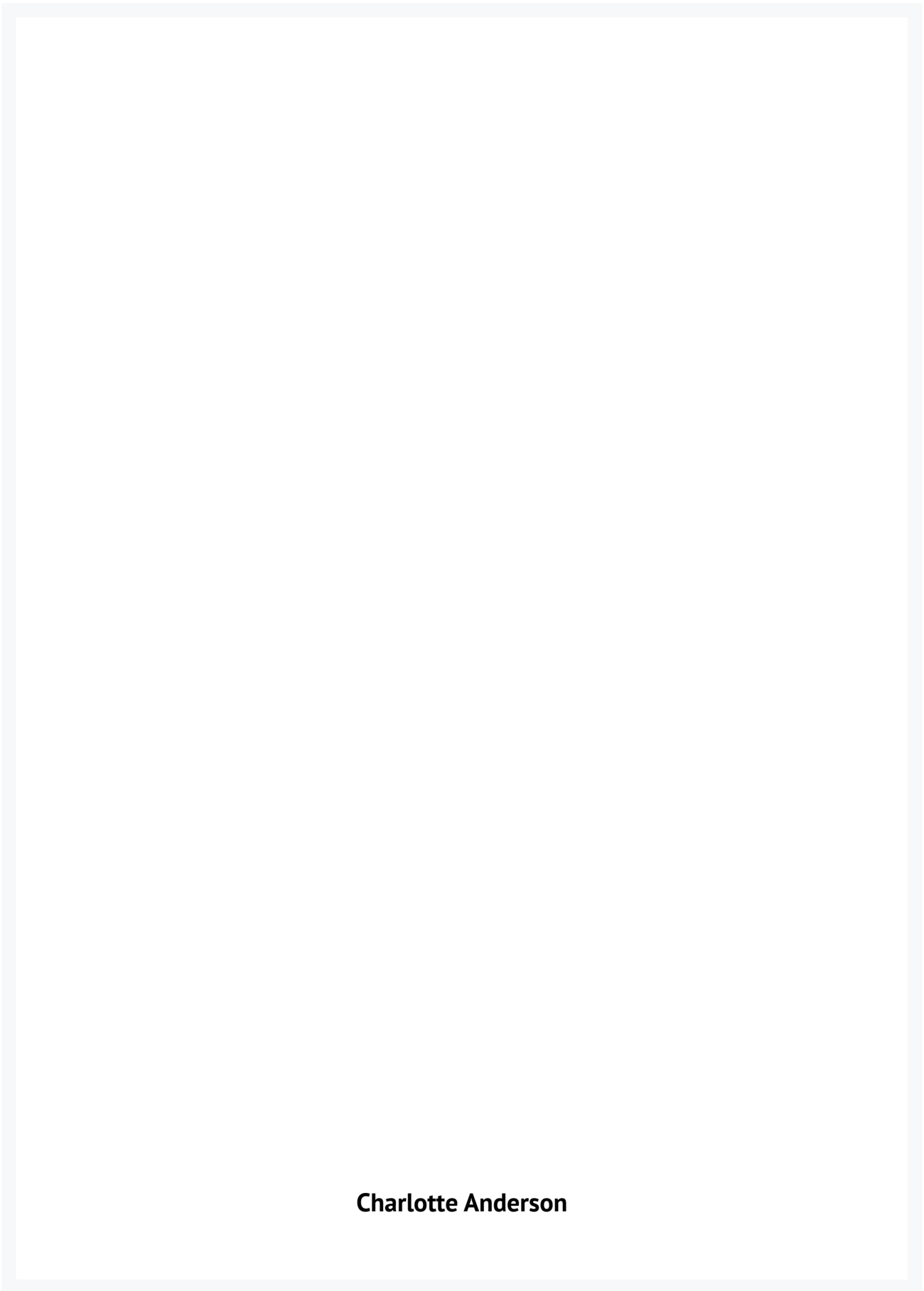
**Andrea Rowland**

A peculiar type of green design. This resume lets you create a one and two-page pager with all your essential data.

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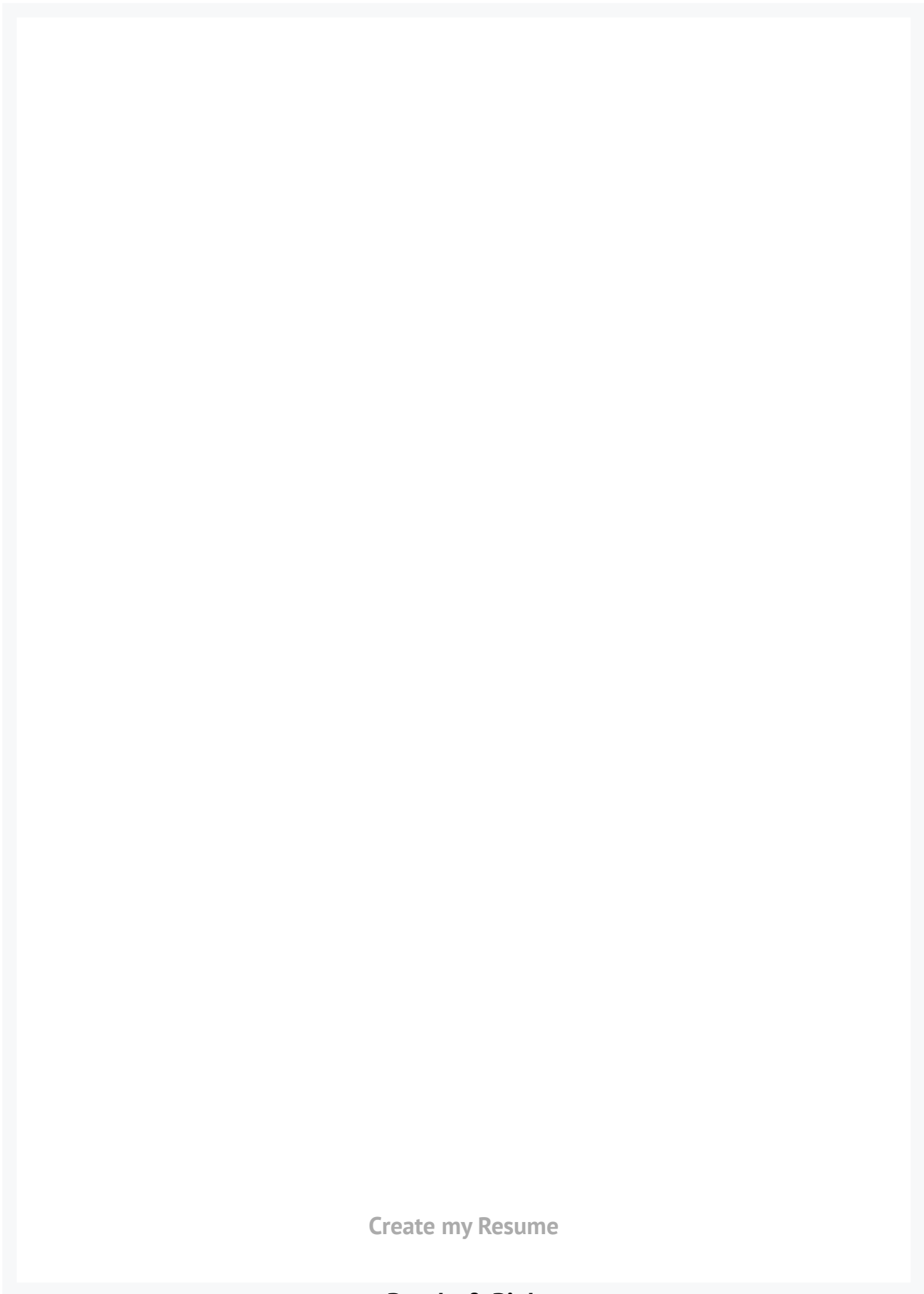




Basic, minimal design with the option of adding a photo to your resume. Personal use only.

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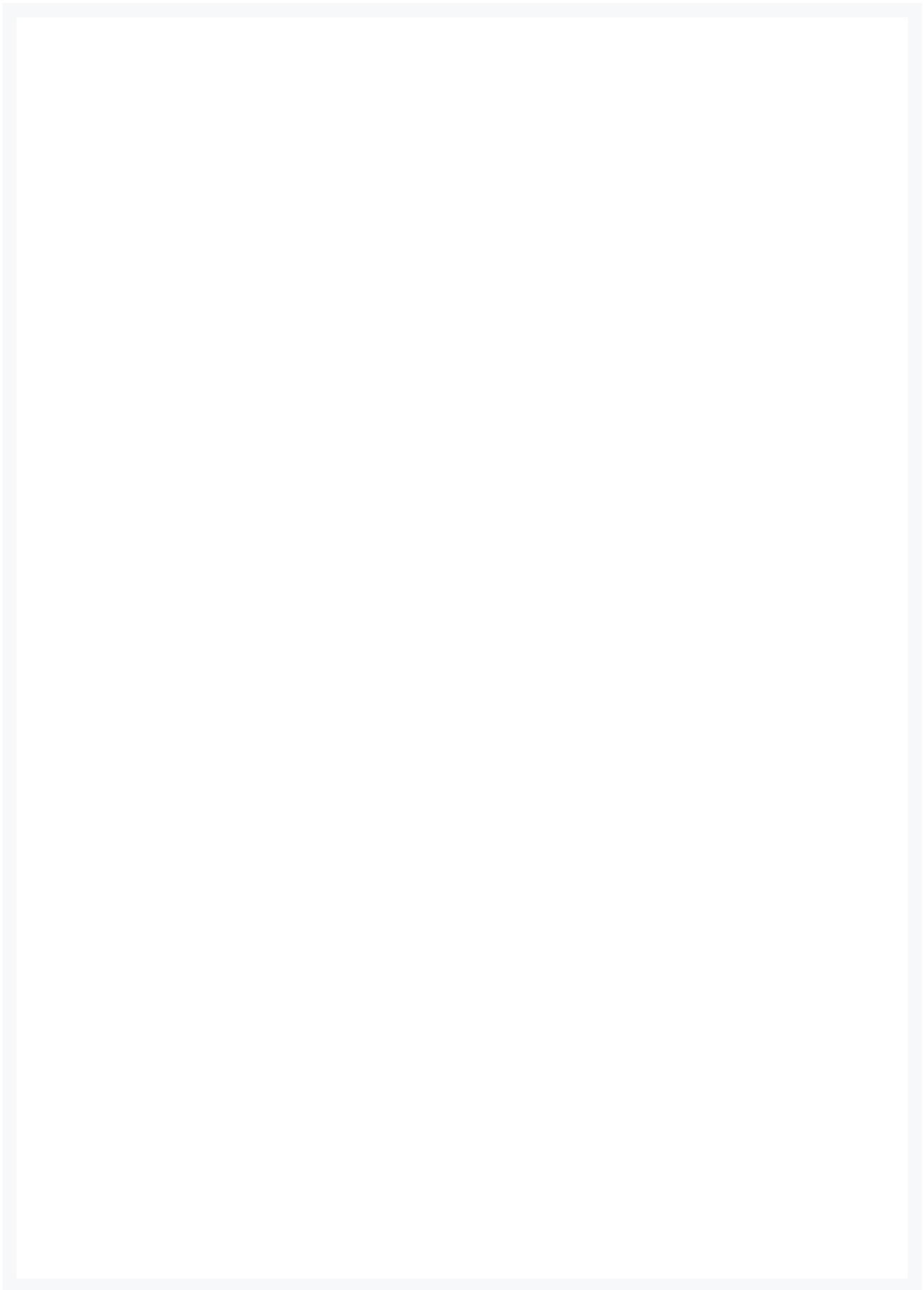
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**Purple & Pink**

Your Rose Resume design, complimentary with cover letter and business card. Personal use only.

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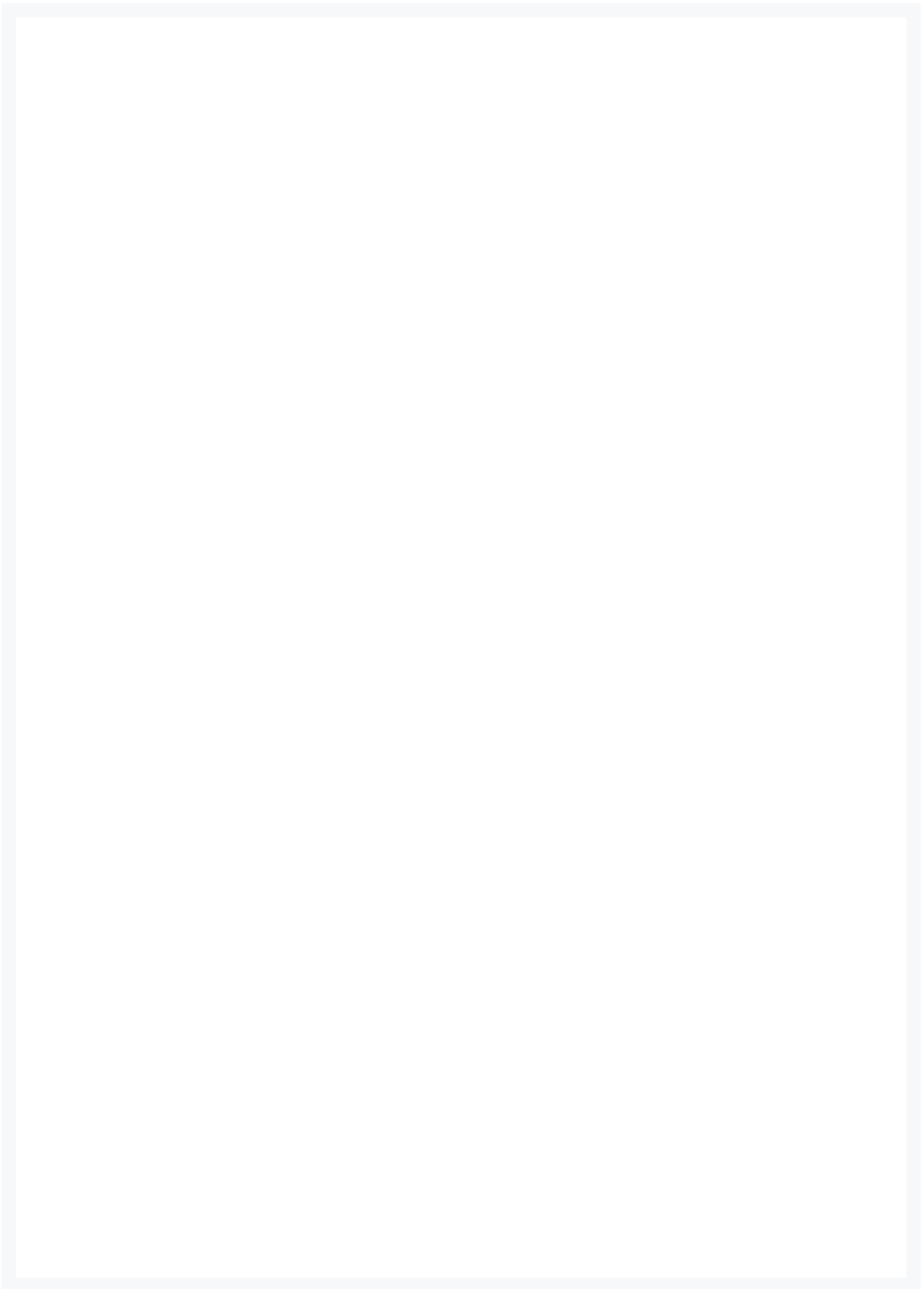


A clean and modern resume design that allows you to customize all of its elements. Even the colors!

### **Green & Green**

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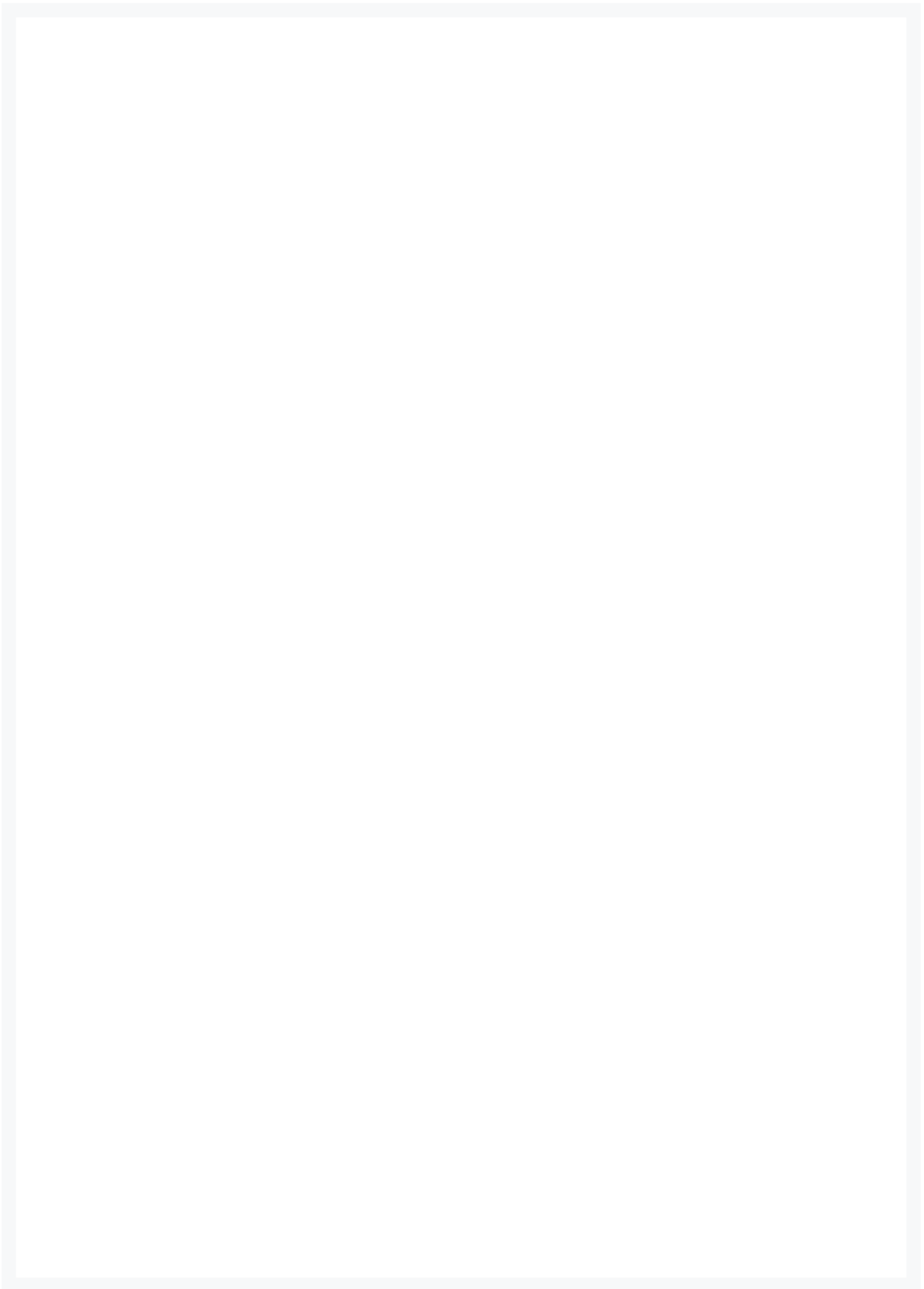


Impressive but subtle green resume design to show are your essentials. A resume for starters and mid-career workers.

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## Georgia Fleck





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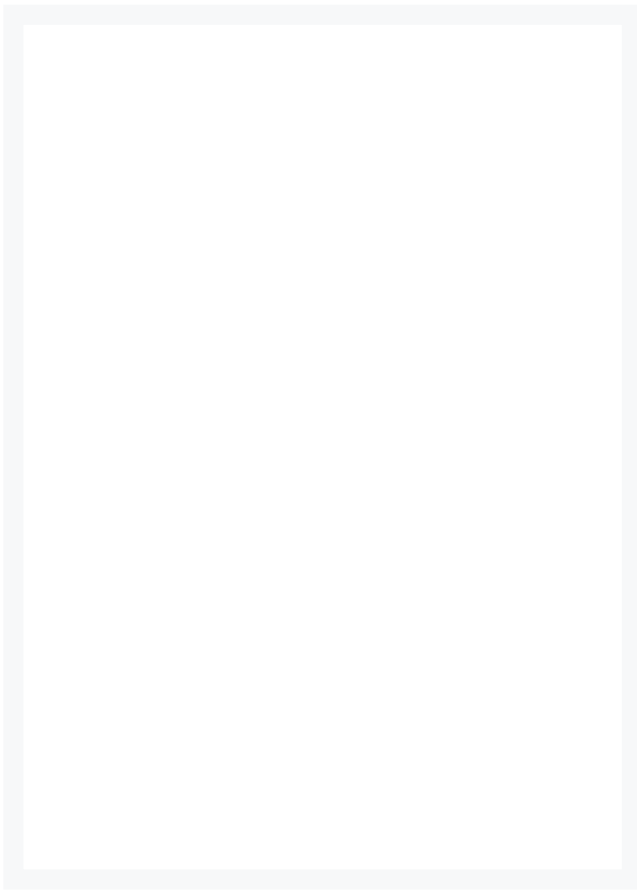
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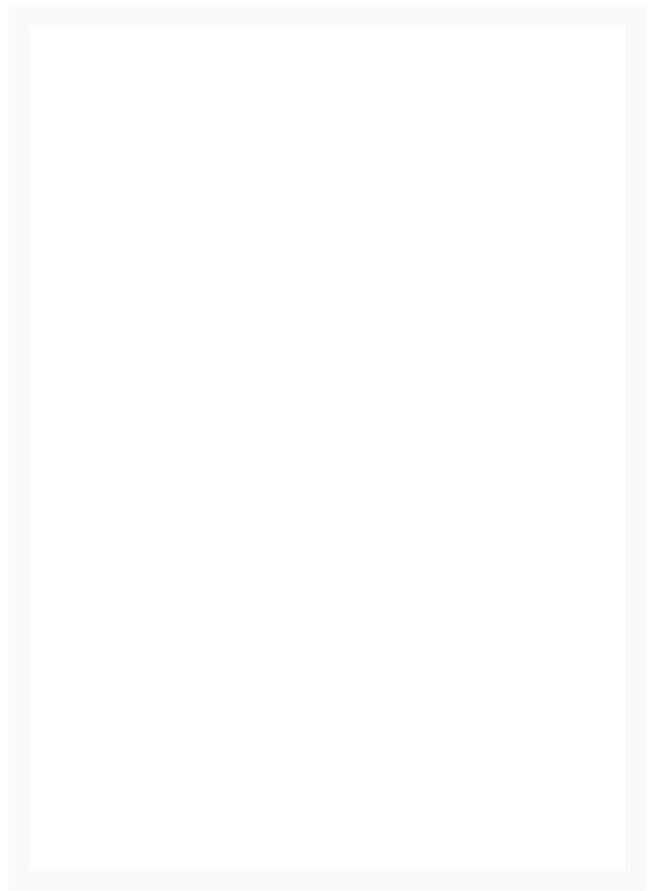
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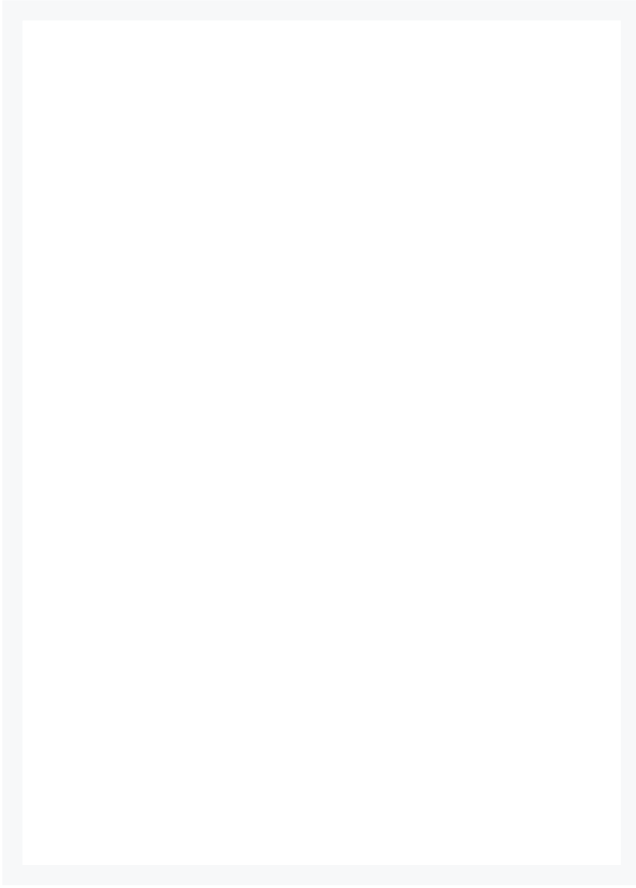
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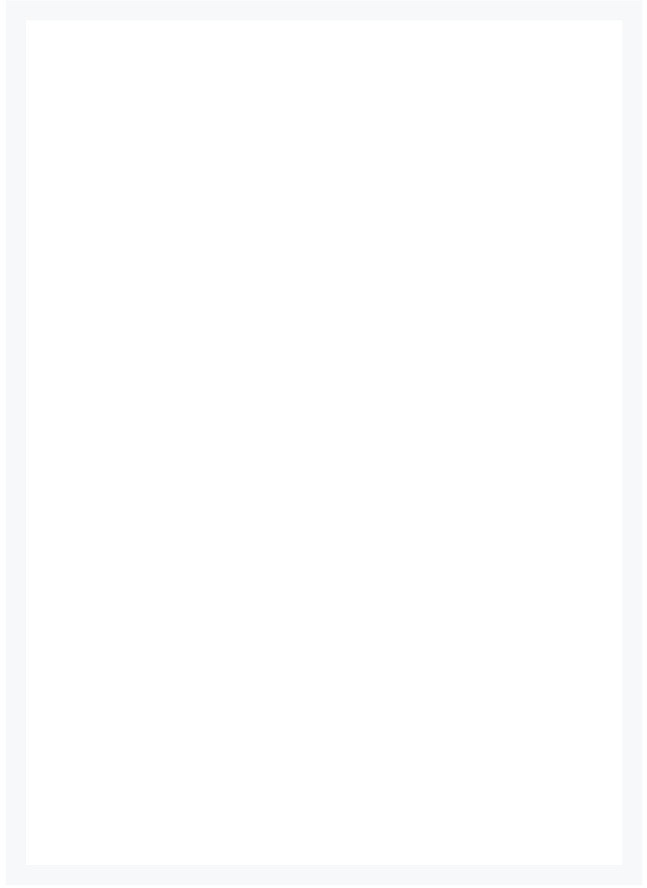
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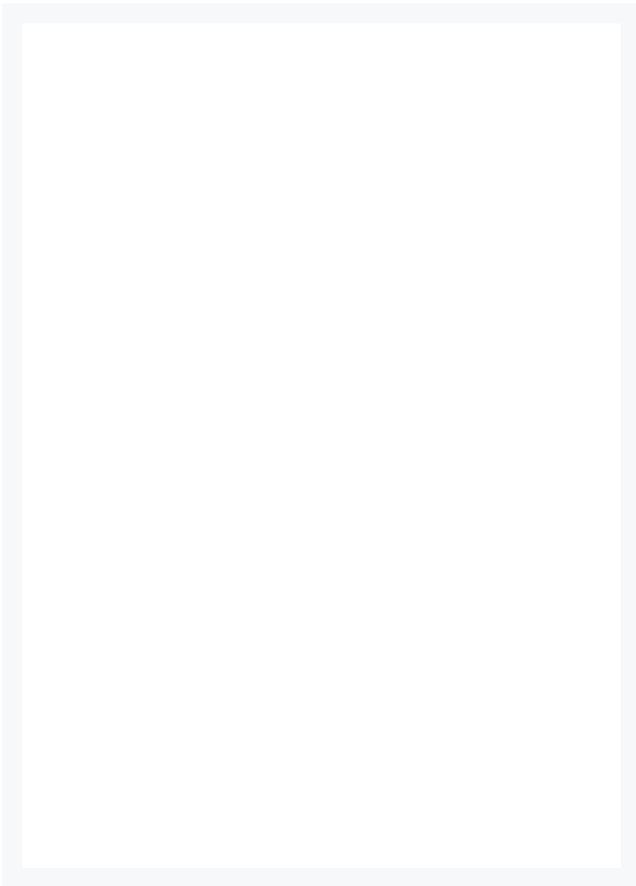
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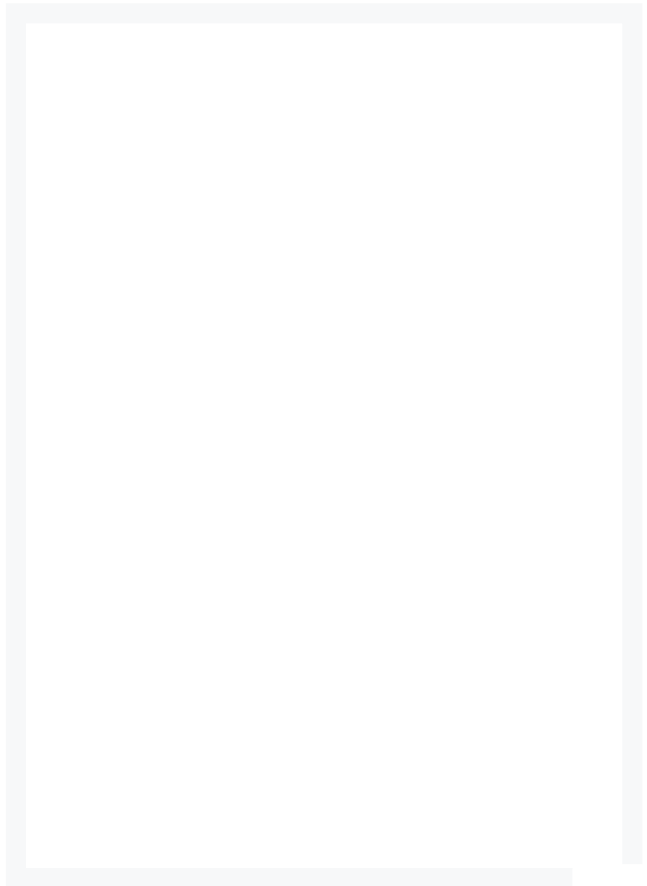
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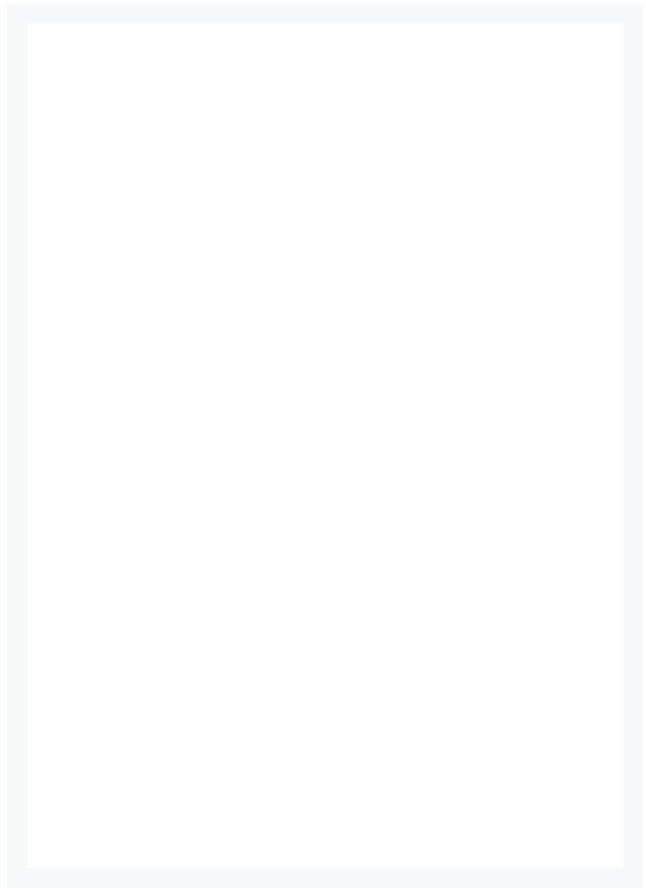
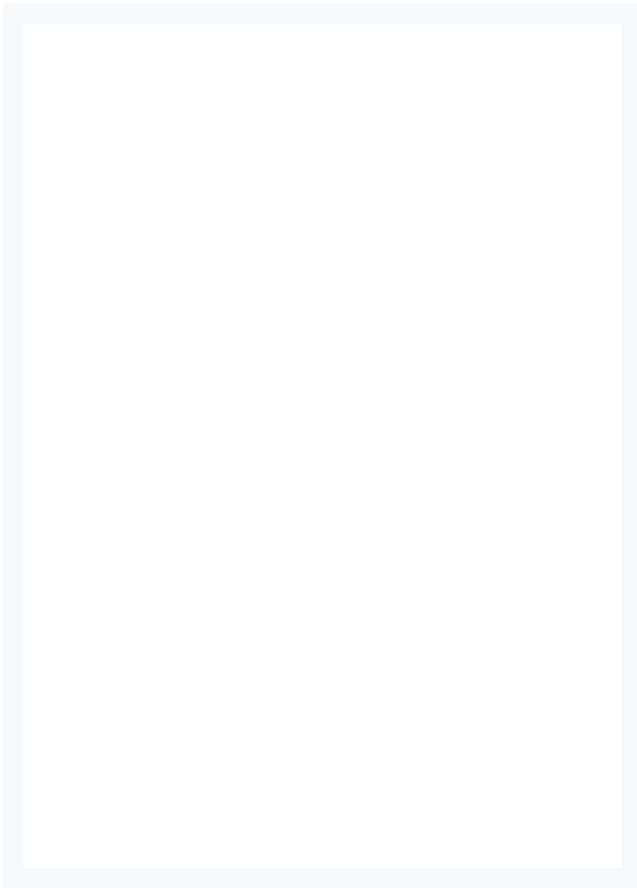
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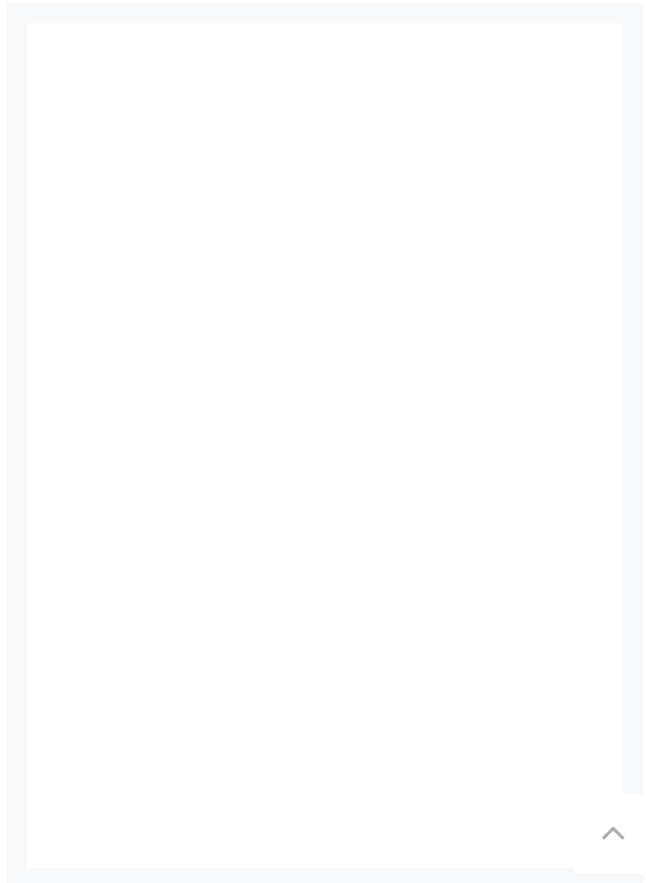
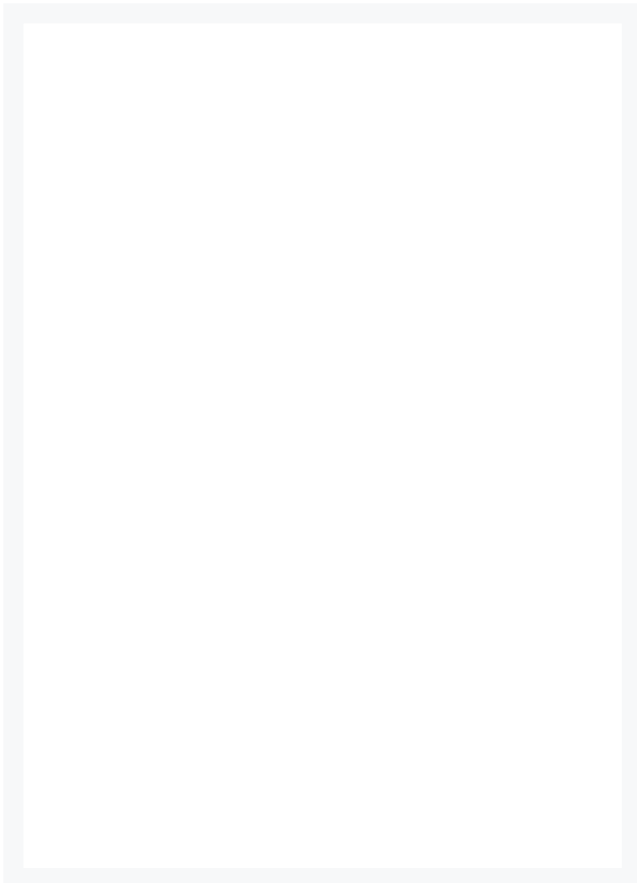


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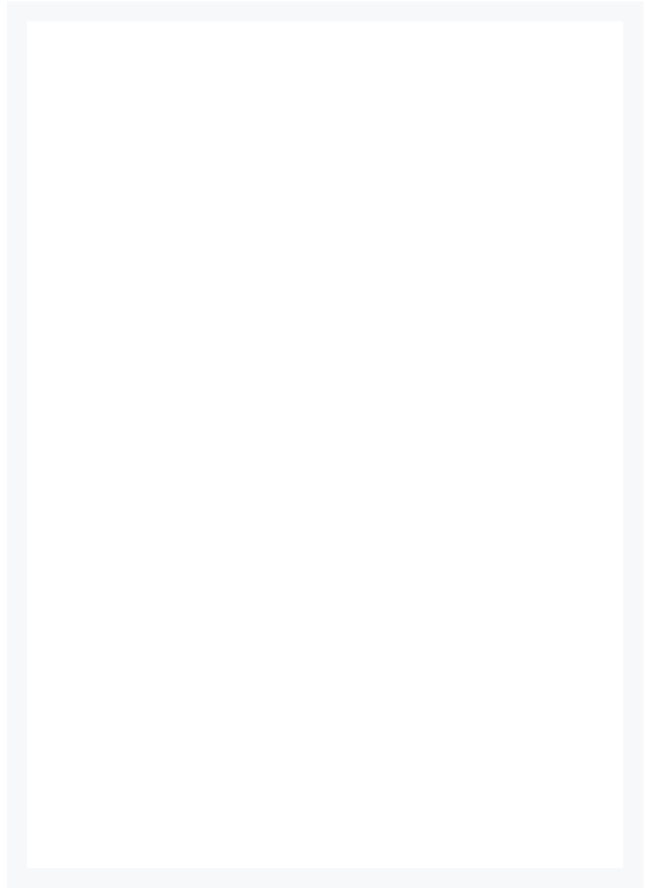
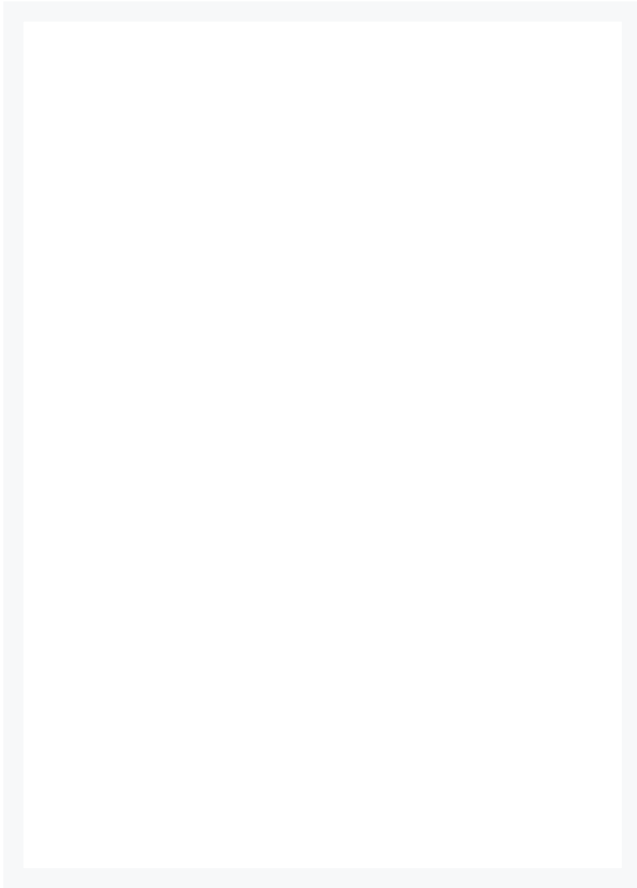


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**Create my Resume**



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Resume.docx](#)

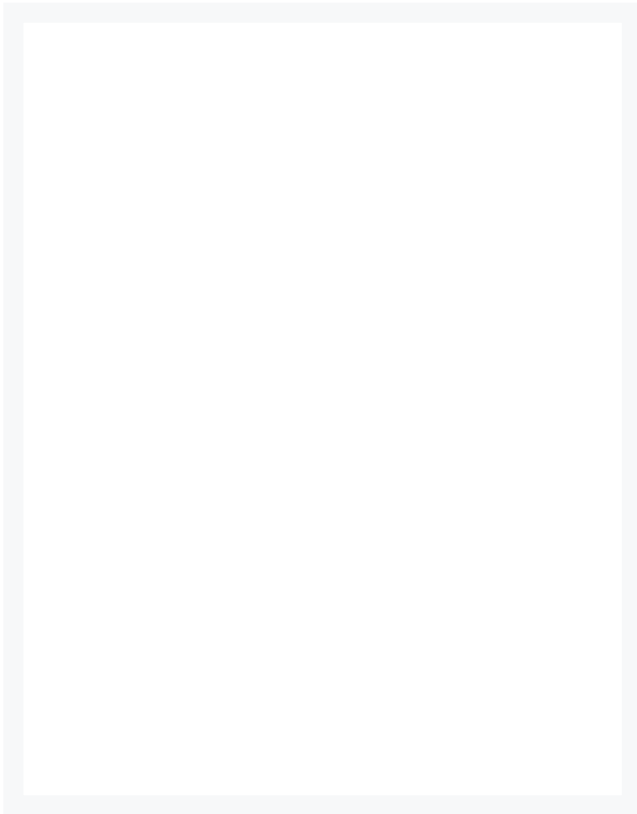


## Google's Free Resume Documents Templates

Google Doc's is a great place to work on your resume. They have a small set of resume templates you can choose from and then easily edit to your needs.

Google docs is great, because it saves all your files as which: .docx, .pdf and many more extensions.

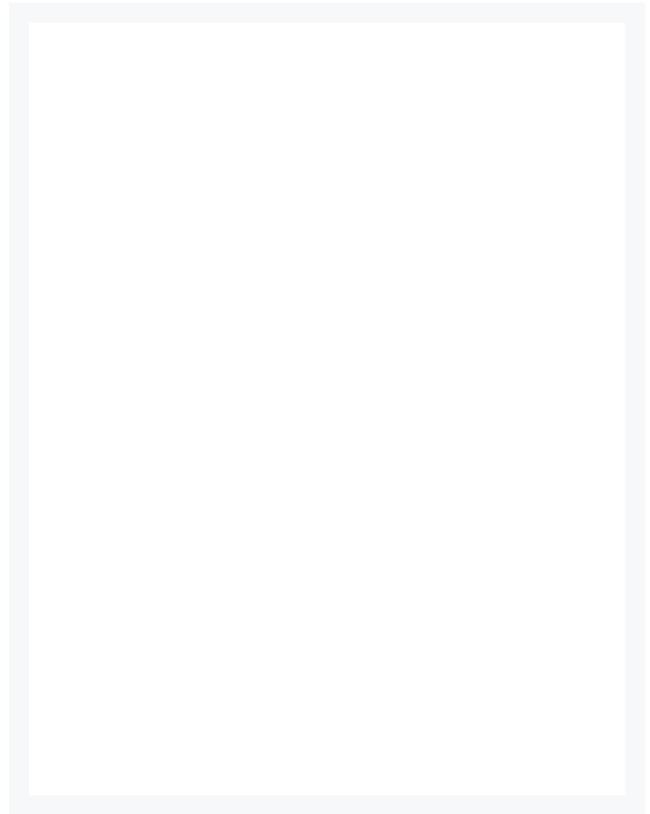
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## > **Coral Template**

## > **Spearmint Template**





> **Modern Template**

> **Start from Scratch!**

> Coral

Source & Rights

> Spearmint

Source & Rights

> Modern

> Start from Scratch!

Source & Rights

Create My Resume

## Get the most out of our Free Resume Templates

Here are a few short tips for using curriculum vitae/cv templates, as they are also called, resourcefully. With these tips, you will get to your own and original resume in minutes: ^

- **Your touch**

Just because a template of a resume example is set up a certain way, does not mean you have to keep it this way. Play by your own rules and give the document some of your creativity. For example, play with the font, and add or remove a border. Divide sections of start combining them. By seeing more and more templates, you will get more ideas flowing through your brain.

- **Make your set-up**

Many people use the standard Microsoft Word templates, so to stand out you should use other templates (for example one of ours!). While you work your way through different ideas, you could take the best bits of all CV templates and combine them with your very own.

- **Use resume builders**

[Job boards](#) generally offer their own resume generators as a service for their subscribers. For some instances, this might be a good way to go, as quite some job applications go through these platforms. However, a fair resume generator can build you a more than a decent resume that will also not lose its shape when rendered to different sites and employers.

We crafted some basic and edgy templates for you to have a great starting point for your next dream job. [The examples are all made in Word](#), so they are easily adjusted to your needs and information.

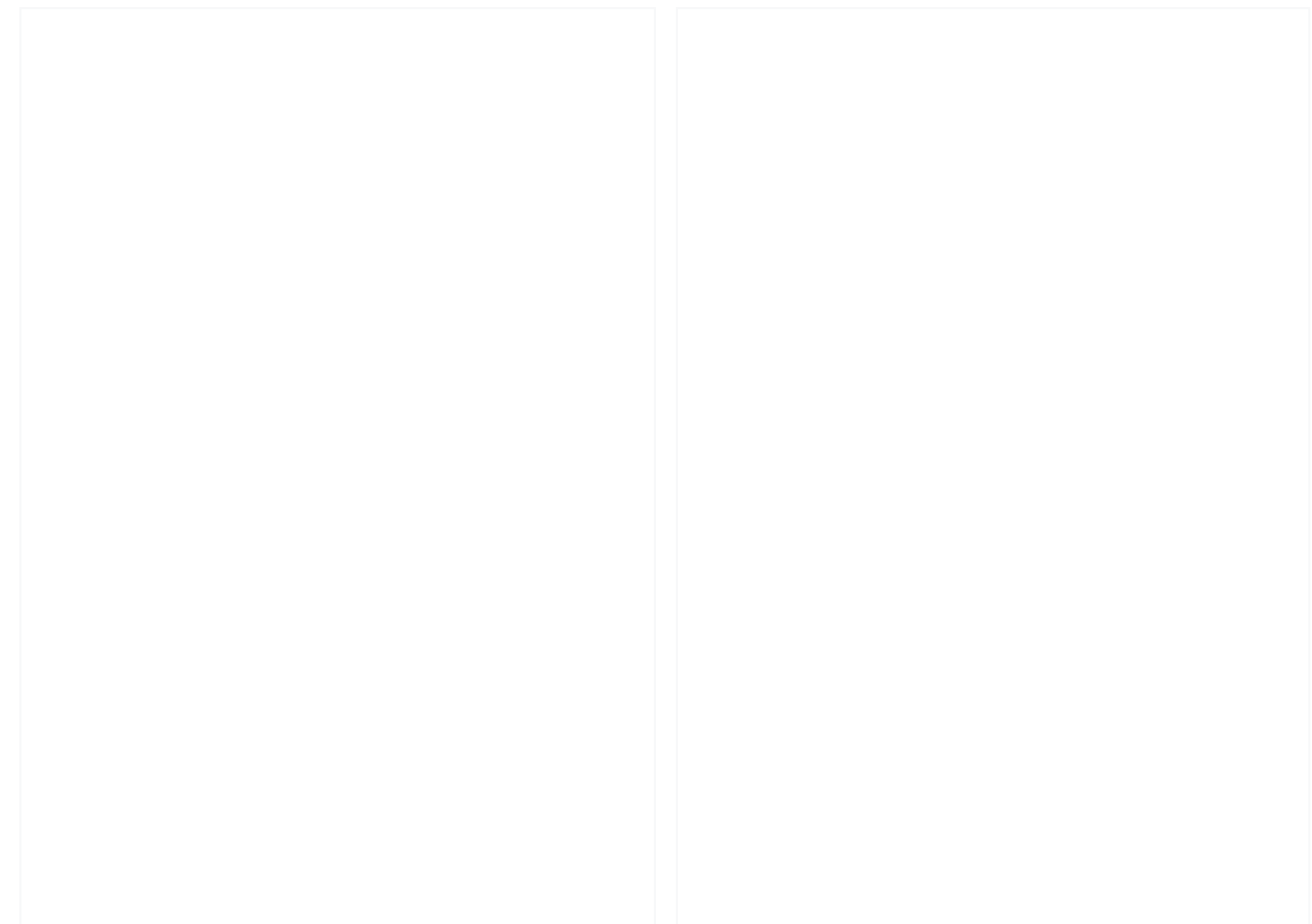


## Professional Resumes

You are not certain if or what kind of style to use? A professional template is always a good choice. For any role, floor, manager, or CEO, with a professional resume, you show that you are correct, punctual, and doing the right thing. The perfect format for businesses that pre-auto scan their candidates.

### Ideal for:

- Formal industries such as finance, banking, healthcare government, semi-government, law.
- Workers with either a long or short work history.
- All other industries are also a perfect match for a professional resume



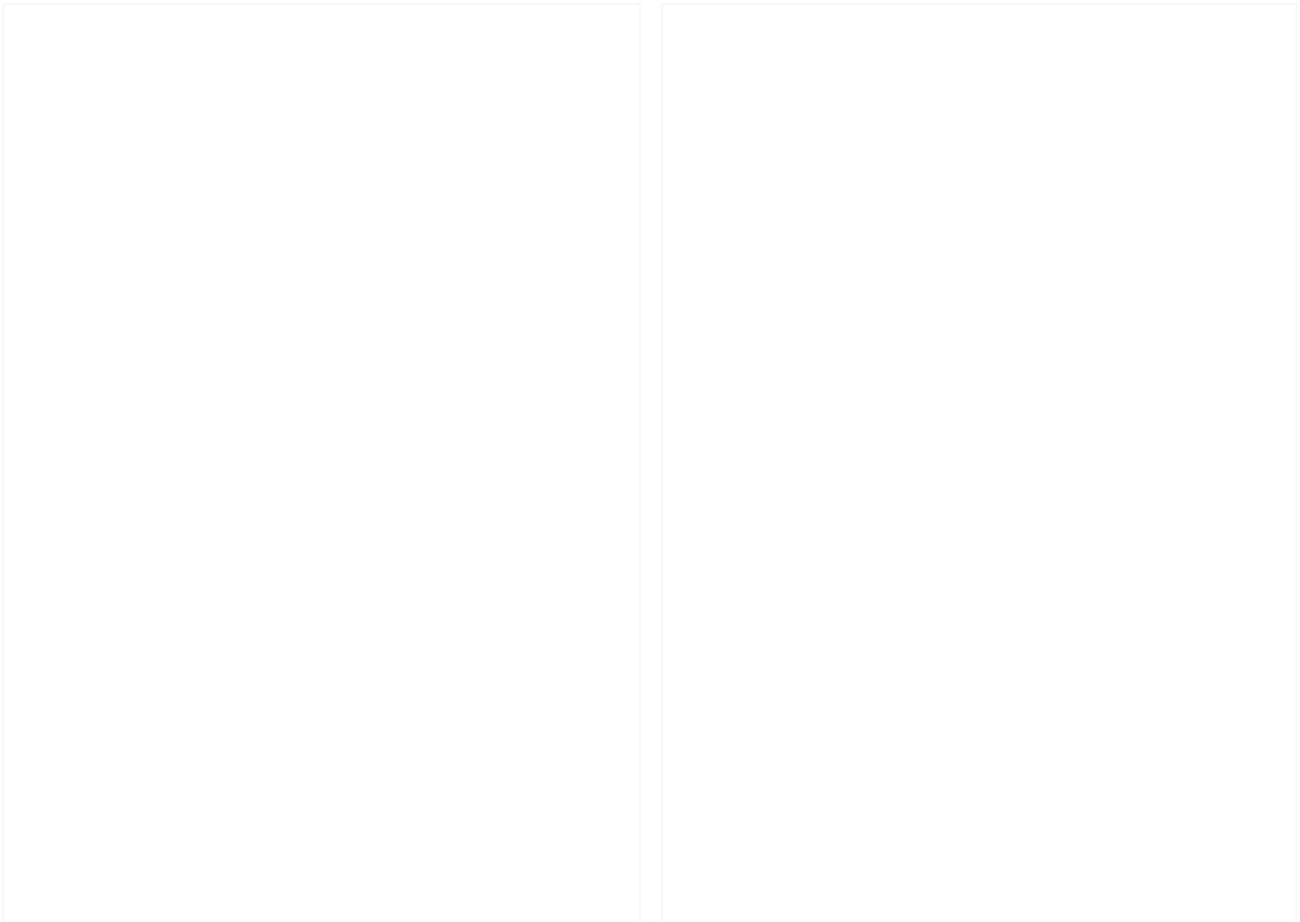
## Modern Resumes



A modern template does well in industries and positions that have to be current with time. Great for non-traditional businesses and young people working environments.

**Ideal for:**

- Technology-, news-, media-, marketing-, culture-, branding- and sales sectors.
- Consulting, finance, science and technical environments



## Creative Resumes

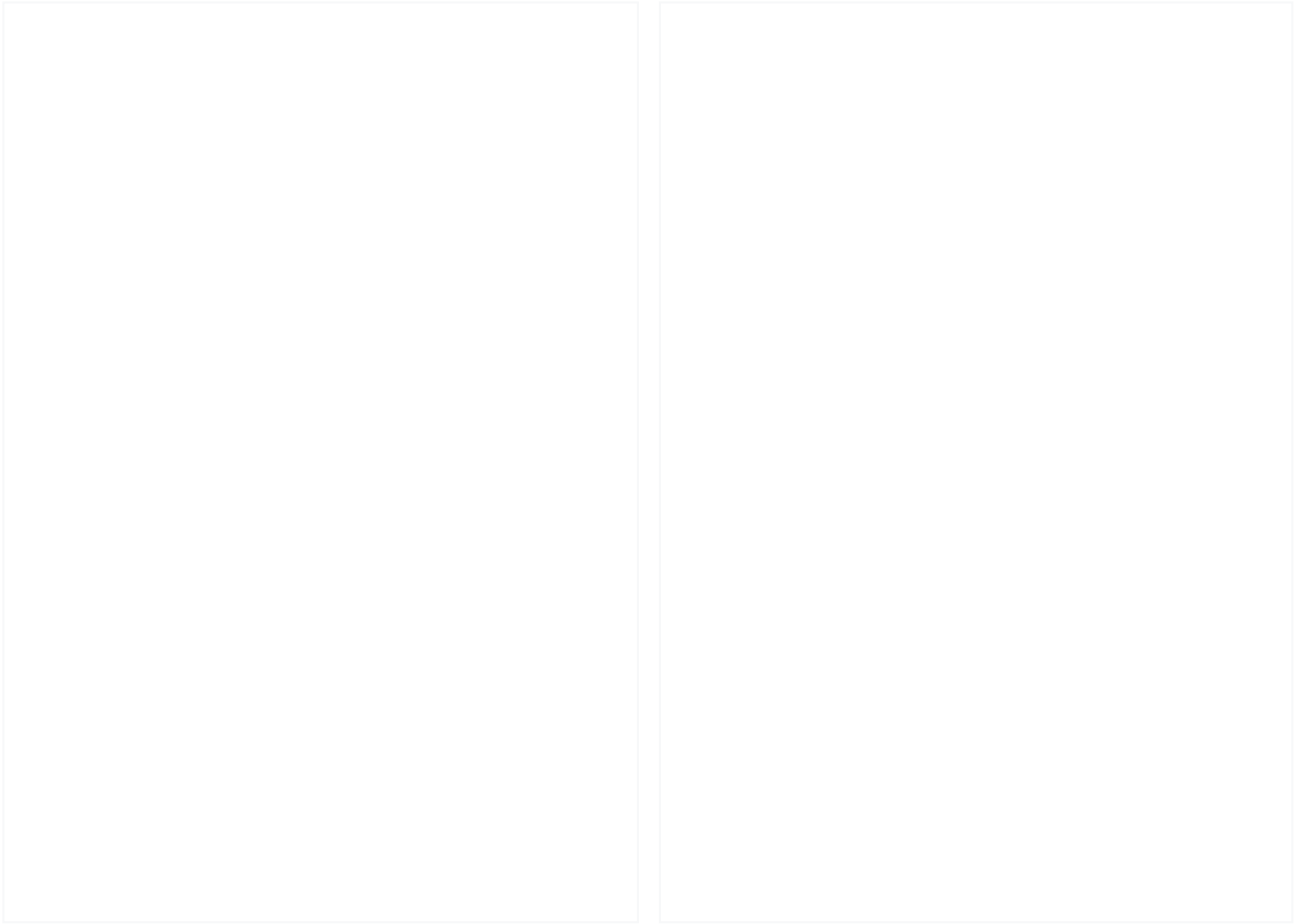
A creative template is there for creatives in the creative sectors, where a positive impression of your work is necessary. What is a better way than to start off by showcasing a creative resume? It serves the purpose of getting you noticed and not discarded before your resume is even being read.

**Ideal for:**

- Creative positions in all area's and industries



- Entertainment sectors
- Content creators



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*gracias por el ejemplos. Hay en Espanol tambien?*

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*Time saver! Thanks*

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