



AMELIA MOORE

General Helper I

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Ambitious student with excellent research, organizational and problem solving skills. Completing final coursework in business administration. Seeks to apply business skills and passion for bettering a company.

WORK EXPERIENCE

General Helper I

Blue Sky Innovations

📅 May / 2021-Ongoing

📍 Chicago, IL

1. Performed trim work around buildings and cement slabs using weed-eaters and edgers.
2. Cleaned the shop floor by sweeping and picking up trash.
3. Maintained company property by picking up trash and lawn care.
4. Painted lines on school football and baseball fields.
5. Cleaned and maintained lawn-care equipment.
6. Operating brake presses and punch presses.
7. Swept and mopped floors, assisted patrons helped clean and organize stations.

General Helper

Silver Lake Enterprises

📅 May / 2020-May / 2021

📍 Seattle, WA

1. Rigging, cleaning, beveling, and grinding pipe.
2. Preparing pipe to be welded.
3. general labor and minor pipe fitting.
4. form concrete columns and pour concrete.
5. Keep a productive work area while adhering to strict safety guidelines.
6. Supported team members in various tasks, enhancing overall productivity by 10% during peak periods.
7. Maintained cleanliness and organization of work areas, contributing to a 20% reduction in safety incidents.

EDUCATION

Associate of Applied Science in Industrial Technology

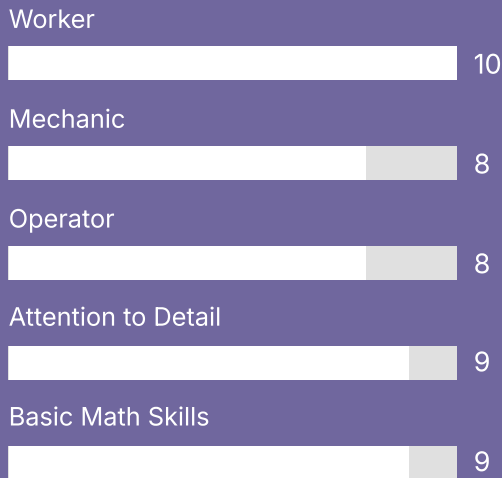
Tech Community College

📅 May / 2019 - May / 2020

📍 Seattle, WA

Focused on hands-on training in maintenance and repair techniques.

SKILLS



INTERESTS

★ Surfing 🌐 Martial Arts

👤 Community Service 👤 Blogging

STRENGTHS

🕒 Patience 🏔 Perseverance

📅 Planning ⚙ Positivity

LANGUAGES



ACHIEVEMENTS

- ★ Streamlined cleaning processes, reducing downtime by 15%.
- ★ Contributed to a 20% improvement in team efficiency through organized workspace management.
- ★ Implemented safety protocols that resulted in zero workplace accidents over a year.