

Pam Beesly

Email: PB@email.com

Mobile: 5555 098 093

Mailing address: 20 Dunder Mifflin Rd, Scranton, Pennsylvania.

Summary

Results-driven student currently pursuing an engineering degree with strong customer service skills and ability to lead by example. Excellent work ethic and strong team player seeking part time and casual employment.

Skills

- First aid and CPR
- Strong communicator
- Regulatory compliance

Work history

Administration officer, 2005-2013 Dunder Mifflin Paper Company

- Creating spreadsheets for flight timetables.
- Assisting in managing social media for the company.
- Copied, logged and scanned supporting documentation.

Lifeguard, 2003-2005 Scranton Pool

- Maximized customer satisfaction by greeting all pool patrons with courtesy and resolving any issues promptly and with a positive attitude.
- Attentively watch over swimmers being quick to identify those in distress.

Education:

Scranton High School, graduate 2008

Certificate 2 in engineering

Currently studying Cert IV engineering and metal fabrication

Certifications

- HLTAID001 provide cardiopulmonary resuscitation
- HLTAID002 provide basic emergency life support
- HLTAID003 provide first aid