

SUMMARY OF QUALIFICATIONS EXAMPLE

Adaptable entry-level professional with experience in office support, facilities maintenance, hospitality, community service, and household management. Brings practical training in basic trade tasks and patient care support, along with strong communication, teamwork, organization, and problem-solving skills. Learns new procedures quickly, follows safety requirements, and provides respectful service.

CORE COMPETENCIES EXAMPLES

Critical Thinking and Problem Solving (Soft Skill Example)

- Identify routine problems, consider available information, and select practical next steps within established procedures.
- Adjust priorities when schedules, customer needs, equipment issues, or family responsibilities change unexpectedly.

Written and Verbal Communication (Soft Skill Example)

- Explain information clearly to customers, coworkers, supervisors, residents, and community members.
- Prepare accurate emails, records, work-order notes, schedules, and other routine documentation.

Teamwork and Collaboration (Soft Skill Example)

- Coordinate tasks with office, maintenance, hospitality, and volunteer teams to complete shared work safely and on time.
- Support new team members, respond respectfully to feedback, and assist others during busy periods.

Basic Maintenance and Tool Use (Entry-Level Trade Skill Example)

- Use common hand and power tools for basic repairs, equipment checks, measuring, and preventive maintenance tasks.
- Follow work orders, manufacturer instructions, personal protective equipment requirements, and workplace safety procedures.

Patient Care Support (Entry-Level Healthcare Skill Example)

- Assist with activities of daily living, observe and report changes, and protect patient dignity and privacy.
- Apply infection-control practices, use personal protective equipment, measure vital signs, and document routine care accurately.

WORK EXPERIENCE EXAMPLES

Administrative Assistant (Administration Example)

River City Family Services | San Antonio, TX Jan 2024 – Present

Facilities Maintenance Technician (Trade Example)

Lone Star Property Care | San Antonio, TX Jun 2021 – Dec 2023

Server and Guest Services Associate (Hospitality Example)

Oak Terrace Hotel and Bistro | San Antonio, TX Mar 2019 – May 2021

Community Pantry Volunteer (Volunteer Work Example)

Northside Community Resource Center | San Antonio, TX Sep 2017 – Feb 2019

Household Manager and Stay-at-Home Parent (Career Break Example)

Family Household | San Antonio, TX

Aug 2012 – Aug 2017

TRAINING AND EDUCATION EXAMPLES

- **Certified Nurse Aide (CNA) Certification** | Texas Nurse Aide Registry | 2025
- **Basic Life Support (BLS) Certification** | American Heart Association | 2025
- **Commercial Driver License (CDL), Class A** | Texas Department of Public Safety | 2023
- **OSHA 30-Hour Construction Safety Training** | Authorized Training Provider | 2023