

# SUSAN O. SMITHSON

110 Resume Avenue  
Terre Haute, Indiana 47803  
812-555-1212  
sosmithson@email.edu

---

## SUMMARY OF SKILLS & EXPERIENCE

- Experience in financial services and bookkeeping
- Proficient in accounting software including Peachtree and Quickbooks
- Strong verbal and written communication skills
- Excellent attention to detail and proven accuracy
- Proficient in computer software applications including Microsoft Word, Excel, Access, PowerPoint and professional e-mail correspondence

## EDUCATION

Associate of Applied Science in Accounting  
Ivy Tech Community College – Terre Haute, Indiana  
Anticipated Graduation: 2007

## EMPLOYMENT EXPERIENCE

**Bookkeeper – Tech Talk Trio, Inc.** *2000 to Present*  
Terre Haute, Indiana

- Process payroll in excess of one million dollars annually
- Responsible for accounts receivable in excess of 3 million dollars annually
- Reconcile accounts payable
- Maintain general ledger

**Bookkeeper – Ivy Meadows Supply Company** *1993 to 1999*  
Terre Haute, Indiana

- Processed payroll
- Responsible for accounts payable and receivable
- Maintained general ledger
- Compiled job costing

**Head Teller/Loan Processor – Dough on the Go** *1991 to 1993*  
Terre Haute, Indiana

- Processed account transactions, reconciled and deposited daily funds
- Processed loans
- Responsible for the vault as a vault teller
- Provided outstanding customer service

**Server – Road Kill Café** *1989 to 1991*  
Pitstop, Indiana

- Assisted customers
- Accurately handled cash and credit transactions
- Trained new employees
- Maintained restaurant cleanliness

## VOLUNTEER EXPERIENCE

Pitstop Senior Citizen Center – Volunteer Tax Preparer (VITA) *2003 to Present*  
Helping Hands International – Event Team Leader *1999 to Present*  
Holiday House for Kidz – Shopping Helper *2001 to 2005*

# KRIS KRISTOFERSON

707 JobSearch Boulevard

Resume, Indiana 90210

555-867-5309

Kristoferson2@jobs.edu

## OBJECTIVE

To obtain a Practical Nursing position in which I can use my skills, experience, and education to provide excellent patient care in a team oriented facility.

## SUMMARY OF QUALIFICATIONS

Over 300 hours of clinical experience in medical surgical, geriatric, and pediatric nursing  
Proven excellent customer service and patient care skills  
Proficient in Microsoft computer software applications and data entry  
Strong attention to detail and commitment to quality  
Ability to effectively work independently and as part of a team

## EDUCATION

### Technical Certificate in Practical Nursing

Ivy Tech Community College - Terre Haute, Indiana  
GPA: 3.6/4.0

*Anticipated: August 2007*

- *Anticipate Licensure in September 2007*

### Nursing Assistant Certification

Happy Sunset Retirement Home – Terre Haute, Indiana

*Awarded: January 2006*

## EXPERIENCE

### Certified Nursing Assistant

Happy Sunset Retirement Home - Terre Haute, Indiana

*January 2006 to Present*

- Assist residents with activities of daily living
- Record patient activities accurately in charts
- Transport patients to activities and meals
- Assisted in maintaining resident room cleanliness

### Lead Cashier

The Wholesale Connection - Terre Haute, Indiana

*March 2000 to March 2004*

- Oversaw the daily activities of up to 12 cashiers
- Assisted customers at the service desk and resolved complaints
- Accurately handled cash and credit transactions
- Processed daily financial and shift paperwork

### Owner

Kris' Kleaning Service – Terre Haute, Indiana

*February 1995 to March 1998*

- Cleaned homes for 35 clients
- Hired, supervised, and trained two staff members
- Completed all bookkeeping and payroll tasks
- Developed marketing materials and fliers for the business

*Employment gap from March 1998 to March 2000 was due to caring for ill family member.*

## MEMBERSHIP

Phi Theta Kappa International Honor Society

*April 2006 to Present*

## REFERENCES

Available upon request

# DARRELL FICKSET

7478 Fabrication Lane  
Industrial, Indiana 47885  
812-555-2020  
maintenancetech2007@yahoo.com

---

## SUMMARY OF QUALIFICATIONS

Experience in a manufacturing environment with a focus on continuous quality improvement.  
Ability to troubleshoot and repair hydraulic, pneumatic, electrical, and mechanical systems.  
Experience in TIG, MIG, and ARC welding.  
Proficient in reading and interpreting blueprints.  
Strong troubleshooting and problem solving skills.  
Reliable with a strong work ethic.  
Ability to work independently and as part of a team.

---

## EDUCATION

**Associate of Applied Science in Industrial Maintenance Technology**  
Ivy Tech Community College - Terre Haute, Indiana

---

## WORK EXPERIENCE

### **Machine Operator**

*March 2002 to Present*

Manufacturing Mania, Inc. – Someplace, Indiana

- Operate production press.
  - Ensure quality of all parts manufactured.
  - Train, supervise, and mentor three line members.
  - Troubleshoot and repair mechanical, electrical, and hydraulic equipment.
  - Complete daily documentation on production levels.
  - Prepare product for shipping.
  - Perform machine setup for each new job to meet customer specifications.
  - Member of the safety and emergency response teams.
- 

## VOLUNTEER EXPERIENCE

### **Rural Volunteer Fire Department**

*2004 to Present*

- Firefighter and First Responder

### **Scouting Society Summer Camp**

*1999 to 2005*

- Performed general maintenance on campground buildings including: plumbing, electrical, and HVAC systems