

JOE DOER

5555 Lakewood Road, Somewhere, Illinois 55555

(555) 555-5555

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SUMMARY OF SKILLS

- Industrious, reliable, highly-motivated and thorough
- Ability to safely operate power machines, tools, saws, sanders and drills
- Operate, repair and maintain mowers, snow blowers, buffers and trucks
- Experience with household repairs, painting, siding and construction

RELATED VOLUNTEER EXPERIENCE

Assembly

- Received, sorted, bundled and placed 27 tons per week recycling articles in correct containers
- Assembled, cleaned and packaged toys for children on holidays
- Repaired bicycles, motor bikes and garage doors
- Assisted nursing home residents with making crafts and decorating rooms

Janitorial

- Maintained all aspects of home, and made minor repairs to structures and equipment
- Assisted friends and neighbors with lawn care, mowing, raking, shoveling, painting, buffing, sanding, remodeling and cleaning
- Helped 70 displaced families repair and clean homes after a flood

Construction

- Assisted in building or remodeling homes for 50 low-income families
- Sanded floors, walls and cupboards
- Laid sheetrock, painted and stained woodwork, mixed cement and sided outside walls
- Drove and repaired diesel-powered trucks

VOLUNTEER WORK HISTORY

- Goodwill Industries Springfield, IL
- Minnesota Flood Victims Rescue East Grand Forks, MN

EDUCATION

Diploma: Johnson High School - St. Paul, MN