

Sample of a Functional Résumé

Trevor Joe

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SKILLS AND ABILITIES

Mechanical (diesel) Westfail Timber Company, Prince George, BC
1990-1999 Managed fleets of up to 40 pieces of heavy equipment (skidders, tractor trailers, generator engines and mobile cranes); in charge of parts purchasing and repairing engines, transmissions and hydraulic equipment; responsible for delivery of parts to work sites and onsite repairs. In these positions I had to be adaptable, organized and work well with others.

Apprentice Mechanic Coast Tractor Supply, Prince Rupert, BC
1987-1990 Under direction of the foreman and three journeymen, responsible for normal maintenance of heavy equipment, rolling stock, engines and other equipment; in charge of shop maintenance, parts ordering and delivery; backup driver of a diesel fuel supply truck on construction sites; assistant to chief mechanic (changing engines, reconditioning transmissions and tuning up reconditioned diesel generators). I had to plan and make decisions with four coworkers. I worked independently and as part of the team.

Truck Driver Advance Construction Limited, Prince Rupert, BC
1983-1987 Driver of heavy double-axle truck on highway construction sites; occasional driver of tank truck and operator of other road building equipment. I had to be a quick learner since this job required a driver capable of operating several types of equipment.

EDUCATION

1991 Advanced Diesel Mechanics Certificate, Caribou College, Kamloops
1987-1990 Journeyman Diesel Mechanic Certificate, Caribou College, Kamloops
1978-1982 Secondary School Certificate (automobile mechanics option)

REFERENCES

Available upon request.