

Mark Smith

15 Applebee Road ■ City 2000 ■ 0400 000 000 ■ somename@somedomain.com

Career Goal: Construction / Carpenter's Assistant

Reliable, quality-focused construction assistant seeking a full-time position in the industry. Offer hands-on building and remodeling skills gained through experience as a home remodeling assistant and sales assistant for ABC Home Improvement Store. Strong knowledge of residential construction and remodeling techniques, tools, equipment and materials.

Construction Skills

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|-----------------------------|---------------------|--------------------------------------|
| ■ Insulation & drywall work | ■ Roofing & siding | ■ Windows & doors installation |
| ■ Painting & finishing | ■ Patio/hardscaping | ■ Cabinets & appliances installation |
| ■ Demolition | ■ Tile & trim work | ■ Handicap accessibility projects |
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Experience

ABC HOME IMPROVEMENT STORE, City NSW (*Leading national building supply retail chain*)

Sales Associate, Tool Department, 5/06 to Present

Meet department's sales and service objectives and handle special orders, delivery services and inventory tracking. Interact extensively with customers, answering questions and recommending products that meet their needs. Selected Achievements:

- Completed extensive training in sales and customer service, as well as specialised training in multiple product areas including tools, electrical, plumbing, lumber, flooring, lighting, hardware and garden.
- Developed a solid knowledge of an extensive array of tools, hardware and building materials.
- Helped increase sales to #1 ranking district-wide for five consecutive months - a first for the department.
- Commended for excellent consultative sales and customer service skills on performance reviews.

DEF COMPANY, City NSW (*Residential construction and remodeling firm*)

Assistant Remodeler (part-time), 2/08 to Present

Assist owner with residential remodeling projects, including carpentry, roofing, plumbing, masonry and tile work. Ensure optimal work quality and customer service. Selected Achievements:

- Assisted in the completion of 12 home remodeling projects (budgets up to \$150K). Projects ranged from installing simple fixtures to doubling the square footage of a home.
- Gained practical, hands-on knowledge of all aspects of home construction and remodeling.
- Earned a reputation as a trusted assistant: *"Mark is my right-hand man...I can always count on him to show up early, produce high-quality work and keep a positive attitude throughout the day..."*
– Richard Sussex, Owner

Education

ZYX High School, City

- HSC 1999
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Available for short-term projects ■ Heavy Vehicle driver's license ■ Excellent work references