**Your Name** Page 1 of 2

905-555-1234 • [youremail@address.com](mailto:youremail@address.com) • LinkedIn • Skype  
Toronto, Canada **or** 407-111 Street, City, Province L8A 2B3 (complete address optional)

**HIGHLIGHTS OF QUALIFICATIONS**

* Over X years of experience in …
* Strong background in … (communication, marketing, management, education, etc)
* Proven skills in…. (team-worker, good listener, flexibility, problem solver, etc.)
* Demonstrated ability to…(work in a fast paced environment)
* **Bilingual** or **Fluent** in English and French
* Certifications / Designations / Diplomas (if relevant)
* Proficient in Microsoft Office / Social Medias / Software (for instance)

**SKILLS AND EXPERIENCE**

**Manufacturing**

1. Set-up and qualified new equipment for wafer etching and packaging
2. Utilized statistic process control (SPC) in ISO 9001 2008 manufacturing environment
3. Analyzed failure mechanism (FMEA) to improve MTBF and yield improvement
4. Identified and troubleshot process, equipment and operation-related issues
5. X

**Management**

1. Managed a construction project team of 2 engineers and 5 draftspersons
2. Supervised drafting of structural drawings, construction specifications and project schedules
3. Verified shop drawings, structural calculations and produced concrete precast element types
4. Reported project progress to customers according to their requirements
5. X

**Estimating**

1. Estimated quantities and costs of pre-cast concrete structures
2. Prepared contract documents and payment claims as well as negotiated with customers regarding cost variation
3. X
4. X
5. X

**X**

* X
* X
* X
* X
* X

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**PROFESSIONNAL EXPERIENCE**

**Project Chief 2016 – Present**  
Company Name, City, Province or Country (if not Canada)   
*Leader in telecommunications (optional)*

**Structural Engineer 2010 – 2016**  
Company Name, City, Province or Country (if not Canada)  
*Number one in software (optional)*

**Customer Service Representative 2007– 2010**

*Company Name, City, Province or Country (if not Canada)  
Canada's largest communications company (optional)*

**VOLUNTEER EXPERIENCE**

**Library Assistant** **2014 – Present**

Library Name, City, Province

**Event Coordinator** **2010 – 2014**

Non-profit Name, City, Province

## EDUCATION

**Master in Construction Engineering 2016**  
University Name, Country  
  
  
**Bachelor in Civil Engineering 2007**University Name, Country

# REFERENCES

Available Upon Request