



Enoch Pratt Free Library
400 Cathedral St
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Employment

Office Assistant- Psusenness I Inc. Rosedale, MD 20xx-Present

- Prepare and mail checks.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Conduct searches to find needed information, using such sources as the Internet.
- Prepare and mail checks.
- Maintain scheduling and event calendars.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Administrative Assistant- Boss Moves Corporation Largo, MD 19xx-20xx

- Greeted visitors or callers and handled their inquiries or directed them to the appropriate persons according to their needs.
- Answered telephones and gave information to callers, take messages, or transfer calls to appropriate individuals.
- Created, maintained, and entered information into databases.
- Operated office equipment, such as fax machines, copiers, or phone systems and arranged for repairs when equipment malfunctions.
- Completed forms in accordance with company procedures.

Education

BBFB Academy -Fredrick, MD 19xx-19xx

High School diploma

Angry Dungeon University-Chesapeake, MD 20xx-20xx

General Studies, Business Management



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Employment

Part Warehousing-IRDC services Itasca, IL 20xx-Present

- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Confer with engineering and purchasing personnel and vendors regarding stock procurement and availability.
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Determine sequence and release of back orders according to stock availability.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.

Warehousing-Under Arms Addison, IL 19xx-20xx

- Packed and unpacked items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Prepared and maintained records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Determined proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Advised retail customers or internal users on the appropriateness of parts, supplies, or materials requested.
- Disposed of damaged or defective items, or return them to vendors.

Education

Tennis & Cycles High School-Baltimore, MD 20xx-20xx

Diploma

PVT Braxel University-Baltimore, MD 20xx-20xx

General Studies



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Employment

Security Guard-GMG Department of Social Services Baltimore, MD 20xx-Present

- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Monitor and adjust controls that regulate building systems, such as air conditioning, furnace, or boiler.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
- Circulate among visitors, patrons, or employees to preserve order and protect property
- Answer alarms and investigate disturbances.

Security Guard-Bank of Mistakes Baltimore, MD 20xx-20xx

- Wrote reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Answered alarms and investigated disturbances.
- Inspected and adjusted security systems, equipment, or machinery to ensure operational use and detected evidence of tampering.
- Patrolled industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.

Education

Resource Guide High School-Baltimore, MD 20xx-20xx

Diploma

Blurple University-Charleston, SC 20xx-present

Cyber Security



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Employment

Certified Nursing Assistant- BST Hospital of Maryland, Baltimore MD 20xx-
Present

- Assist practitioners to perform medical procedures
- Move patients to or from treatment areas.
- Interview patients to gather medical information.
- Collect biological specimens from patients
- Operate medical equipment.
- Monitor patients to detect health problems
- Record vital statistics or other health information.

Certified Nurse Assistant- I Need Money of Baltimore, Baltimore MD 20xx-
20xx

- Assessed physical conditions of patients to aid in diagnosis or treatment.
- Applied bandages, dressings, or splints.
- Gave medication and immunizations to patients
- Record vital statistics or other health information.
- Transport biological or other medical materials.
- Operate medical equipment.
- Dispose of biomedical waste in accordance with standards.

Education

I'm So Fancy Trade schools-Baltimore, MD 190xx-19xx

CNA and high school Diploma

Fool's Paradise University-Rosedale, MD 20xx-
20xx

General Studies



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Employment

Customer Service Representative-B&O Inc. Baltimore, MD 20xx-Present

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills.
- Refer unresolved customer grievances to designated departments for further investigation
- Solicit sales of new or additional services or products.
- Compare disputed merchandise with original requisitions and information from invoices and prepare invoices for returned goods.

Customer Service Representative-HPCA Baltimore, MD 20xx-19xx

- Check to ensure that appropriate changes were made to resolve customers' problems.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Determine charges for services requested, collect deposits or payments, or arrange for billing.
- Order tests that could determine the causes of product malfunctions.
- Review claims adjustments with dealers, examining parts claimed to be defective, and approving or disapproving dealers' claims.
- Obtain and examine all relevant information to assess validity of complaints and to determine possible causes, such as extreme weather conditions that could increase utility bills.

Education

Big Einstein's Academy- Baltimore, MD 20xx-20xx
General Studies

Shine Bright University-Baltimore, MD 20xx-Present
Marketing



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Employment

Mechanical Engineering Tech- Holiday Riskers Inc. Baltimore, MD 20xx-present

- Read dials and meters to determine amperage, voltage, electrical output and input at specific operating temperature to analyze parts performance.
- Operate drill press, grinders, engine lathe, or other machines to modify parts tested or to fabricate experimental parts for testing.
- Devise, fabricate, and assemble new or modified mechanical components for products such as industrial machinery or equipment, and measuring instruments.
- Discuss changes in design, method of manufacture and assembly, and drafting techniques and procedures with staff and coordinate corrections.
- Inspect lines and figures for clarity and return erroneous drawings to designer for correction.

Electronics Engineering Tech- How this happen Inc. Baltimore, MD 20xx-20xx

- Researched equipment or components needed sources, competitive prices, delivery times, or ongoing operational costs.
- Read blueprints, wiring diagrams, schematic drawings, or engineering instructions for assembling electronics units, applying knowledge of electronic theory and components.
- Build prototypes from rough sketches or plans.
- Maintain working knowledge of state-of-the-art tools or software by reading or attending conferences, workshops, or other training.
- Provide customer support and education, working with users to identify needs, determine sources of problems, or to provide information on product use.

Education

Truly Fresh High School- Rosedale, MD 19xx-19xx

General Studies

ING Institute - Fredrick, MD 20xx-20xx

Technology



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Employment

Food service Manager-DDX Catering Baltimore, MD 20xx-Present

- Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Count money and make bank deposits
- See more occupations related to this task.
- Establish standards for personnel performance and customer service.
- Order and purchase equipment and supplies.
- Organize and direct worker training programs, resolve personnel problems, hire new staff, and evaluate employee performance in dining and lodging facilities.
- Schedule staff hours and assign duties.

Food Service Director-Performing Arts Banquet Hall Rosedale, MD 20xx-20xx

- Organized and directed workers training programs, resolved personnel problems, hired new staff, and evaluated employee performance in dining and lodging facilities.
- Planned menus and food utilization, based on anticipated number of guests, nutritional value, palatability, popularity, and costs.
- Counted money and made bank deposits
- Established standards for personnel performance and customer service.
- Established and enforced nutritional standards for dining establishments, based on accepted industry standards.
- Estimated food, liquor, wine, and other beverage consumption to anticipate amounts to be purchased or requisitioned.

Education

Penn Line School of Trades- Jacksonville, MS 19xx-19xx

Diploma, Food service

Johnsons School of Business- Largo, MD 19xx-20xx

Business



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Employment

Animation Director-Lion's Den Studios Baltimore, MD 20xx –Present

- Create two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modeling programs.
- Design complex graphics and animation, using independent judgment, creativity, and computer equipment.
- Make objects or characters appear lifelike by manipulating light, color, texture, shadow, and transparency, or manipulating static images to give the illusion of motion.
- Apply story development, directing, cinematography, and editing to animation to create storyboards that show the flow of the animation and map out key scenes and characters.
- Implement and maintain configuration control systems.

Graphic Designer-Lyndell Studios Dundalk, MD 19xx-20xx

- Participate in design and production of multimedia campaigns, handling budgeting and scheduling, and assisting with such responsibilities as production coordination, background design, and progress tracking.
- Create and install special effects as required by the script, mixing chemicals and fabricating needed parts from wood, metal, plaster, and clay.
- Use models to simulate the behavior of animated objects in the finished sequence.
- Create pen-and-paper images to be scanned, edited, colored, textured, or animated by computer.
- See more occupations related to this task.

Education

Transformation Trade School-Rosedale, MD 19xx-19xx

Diploma, Graphic Design

Timeless University-Baltimore, MD 20xx-Present



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Employment

Custodian-Isn't Easy Being Greasy Inc. Essex, MD 20xx-Present

- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Remove snow from sidewalks, driveways, or parking areas, using snowplows, snow blowers, or snow shovels, or spread snow melting chemicals.
- Mow or trim lawns or shrubbery, using mowers or hand or power trimmers, and clear debris from grounds.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Monitor building security and safety by performing tasks such as locking doors after operating hours or checking electrical appliance use to ensure that hazards are not created.

Custodian-Strawberry Melon High School Rosedale, MD 20xx-20xx

- Gathered and emptied trash.
- Serviced, cleaned, or supplied restrooms.
- Set up, arranged, or removed decorations, tables, chairs, ladders, or scaffolding to prepare facilities for events, such as banquets or meetings.
- Made adjustments or minor repairs to heating, cooling, ventilating, plumbing, or electrical systems.
- Moved heavy furniture, equipment, or supplies, either manually or by using hand trucks.

Education

Laughs and Giggles High School-General Studies Essex, MD 20xx-20xx

Creepy Land University- Music Largo, MD 20xx-Present



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Employment

Nanny-The Jefferson Estate Baltimore, MD 20xx-present

- Observe children's behavior for irregularities, take temperature, transport children to doctor, or administer medications, as directed, to maintain children's health.
- Assign appropriate chores and praise targeted behaviors to encourage development of self-control, self-confidence, and responsibility.
- Meet regularly with parents to discuss children's activities and development.
- Help develop or monitor family schedule.
- Perform housekeeping and cleaning duties related to children's care.
- Supervise and assist with homework.
- Help children with homework and school work.
- Place or hoist children into baths or pools.
- Read to children and teach them simple painting, drawing, handicrafts, and songs.

Child Care Provider-Lollipops & Smiles Daycare Center Baltimore, MD 19xx-20xx

- Maintained a safe play environment.
- Observed and monitored children's play activities.
- Sanitized toys and play equipment.
- Supported children's emotional and social development, encouraged understanding of others and positive self-concepts.
- Create developmentally appropriate lesson plans.
- Sterilized bottles and prepare formulas.
- Helped children with homework and school work.
- Kept records on individual children, including daily observations and information about activities, meals served, and medications administered.

Education

Powder Puff Academy- Baltimore, MD 19xx-20xx

Ultimate Cookie University-Baltimore, MD 20xx-20xx



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Employment

Sales Associate-Forever Feeling Young Baltimore, MD 20xx-Present

- Answer questions regarding the store and its merchandise.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Demonstrate use or operation of merchandise.
- Watch for and recognize security risks and thefts and know how to prevent or handle these situations.
- Estimate cost of repair or alteration of merchandise.
- Place special orders or call other stores to find desired items.

Sales Consultant-OJL Royalty New York, NY 19xx-20xx

- Opened and closed cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Watched for and recognized security risks and thefts and know how to prevent or handle these situations.
- Estimated quantity and cost of merchandise required, such as paint or floor covering.
- Recommended, select, and help locate or obtain merchandise based on customer needs and desires.

Education

My Back Pocket High School-Largo, MD 19xx-19xx

General Studies

Diverse Interactions University- Baltimore, MD 19xx-20xx

Business



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Employment

Dental Assistant- Squeaky Clean Inc. Rosedale, MD 20xx-Present

- Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
- Order and monitor dental supplies and equipment inventory.
- Assist dentist in management of medical or dental emergencies.
- Clean and polish removable appliances.
- Expose dental diagnostic x-rays.
- Apply protective coating of fluoride to teeth.
- Pour, trim, and polish study casts.
- Record treatment information in patient records.

Dental Assistant- Eat Fresh Stay Fresh Columbia, MD 20xx-20xx

- Scheduled appointments, prepared bills and received payment for dental services, completed insurance forms, and maintained records, manually or using computer.
- Made preliminary impressions for study casts and occlusal registrations for mounting study casts.
- Prepared patient, sterilized or disinfected instruments, set up instrument trays, prepared materials, or assisted dentist during dental procedures.
- Applied protective coating of fluoride to teeth.
- Fabricated and fitted orthodontic appliances and materials for patients, such as retainers, wires, or bands.
- Cleaned and polished removable appliances.
- Instructed patients in oral hygiene and plaque control programs.

Education

Sweeter Man Academy-Catonsville, MD 20xx-20xx

General Studies

Hello University for Criers-New York, NY 20xx-Present

