

SAMPLE COMBINATION RESUME

Cairo Jones

**1829 Oak Lane
Portland, Oregon 97230
(503) 555-2222**

Summary of Qualifications

Trained professional in residential weatherization. Special ability to evaluate and solve problems, organize projects, motivate individuals, and provide marketing services. Technical abilities include report writing, managing energy codes, site inspection, and interpreting blueprints.

Accomplishments

- Analyzed and recommended the implementation of a builder product resource center for new products designed to achieve energy efficient construction, which resulted in 50 telephone requests per day for product information.
- Evaluated energy codes for an in-depth research project that received superior ratings.

Professional Background

Weyerhaeuser Paper Company, Everett, Washington 1990–1995

- Equipment operator, warehouse foreman, and weatherization specialist for Weyerhaeuser-owned properties across three states

Oregon State University, Portland, Oregon 1989–1990

- Instrumentation specialist for the engineering department

Upward Bound Program, Eugene, Oregon 1989

- Administrative assistant trainee for this nonprofit program aimed at helping disadvantaged high school students

Oregon Museum of Science and Industry, Portland, Oregon 1986–1988

- Computer Programmer

English as a Second Language, Pulau Galand, Indonesia 1984–1986

- English Instructor

Education

Residential Energy Efficiency Training and Basic Computer Training, Portland, Oregon
A.A., Business Administration, Portland Community College, Portland, Oregon, 1983

Additional Training

Quality in Action, Weyerhaeuser 1993

Managerial Communication, Weyerhaeuser 1990