

# Tavares Ortiz

## Entry-Level Construction

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(123) 456-7890

Boston, MA

[LinkedIn](#)

*Excited about the possibility of utilizing my equipment knowledge, safety skills, and strategic financial skills as a construction worker. I've used these skills to help develop a local restaurant and now am seeking to apply them to a construction business like Boston Builds.*

### WORK EXPERIENCE

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#### Tolecia - Server

2019 - current

Boston, MA

- Used power tools and related equipment to perform routine maintenance on the building and in the kitchen, saving \$600+ per month in labor
- Maintained robust knowledge of 26 menu items, including ingredients to ensure dietary restrictions were met, and aided customer menu selection to meet nutritional needs
- Exceeded weekly sales targets by 11% by suggesting appetizers, drinks, and entrees with high-profit margins, while basing suggestions on customer tastes
- Coached new servers to improve the customer experience through personalized suggestions of high-margin dishes, leading to a sales increase of 16% and 11+ positive Yelp reviews
- Collaborated with all staff, helping bartenders, runners, and bussers, fostering a team-oriented environment, and reducing staff turnover rate by 27%
- Provided thoughtful customer service while working to ensure 0 reservations waited for over 6 minutes for seating
- Memorized menu specials, including country of origin for dishes, region of origin for ingredients, seasonality of ingredients, and cooking preparation to assist guests

#### Pet Supply - Retail Associate

2017 - 2019

Boston, MA

- Restructured membership cancellation process, detailing membership features and reducing cancellation rates by 6%
- Promoted the customer rewards program by explaining benefits and discounts, resulting in a 12% increase in customer sign-ups and a 6% increase in repeat customer visits
- Recognized as an Employee of the Month 3 times for superior customer survey responses

### EDUCATION

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#### Fenway High School - High school diploma

2013 - 2017

Boston, MA

### SKILLS

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Commercial Construction; Restoration; Equipment Maintenance; Tiling; Reliable; Power Tools

# Sample Entry Level Worker Basic Skills Test

**United States. Congress. Office of  
Technology Assessment**



### **Sample Entry Level Worker Basic Skills Test:**

*Resources in Education* ,1998      *Education at a Crossroads* Margaret B. Cozzens,2000-04 Field hearing on the process called Education at a Crossroads to ask people what is working Dan Balcerak principal of Timnath Elem school Richard Schleusener Jane Anderson Don Unger Superintendent Poudre School Dist D William Moloney Commissioner of Educ Colorado Dept of Educ Bob Selle Superintendent East Yuma County School Dist Clair Orr Colorado State Board of Educ Pat Chase pres Colorado Assoc of School Boards Brian McNulty Assist Commissioner Office of Special Services Colorado Dept of Educ      *Education Success, Business Success* United States. Congress. Senate. Committee on Small Business,1999      *The ETS Test Collection Catalog* ,1995-06-14      **What's Happening in Teacher Testing** Lawrence M. Rudner,1987

**Handbook of Employee Selection** James L. Farr,Nancy T. Tippins,2017-03-27 This second edition of the Handbook of Employee Selection has been revised and updated throughout to reflect current thinking on the state of science and practice in employee selection In this volume a diverse group of recognized scholars inside and outside the United States balance theory research and practice often taking a global perspective Divided into eight parts chapters cover issues associated with measurement such as validity and reliability as well as practical concerns around the development of appropriate selection procedures and implementation of selection programs Several chapters discuss the measurement of various constructs commonly used as predictors and other chapters confront criterion measures that are used in test validation Additional sections include chapters that focus on ethical and legal concerns and testing for certain types of jobs e g blue collar jobs The second edition features a new section on technology and employee selection The Handbook of Employee Selection Second Edition provides an indispensable reference for scholars researchers graduate students and professionals in industrial and organizational psychology human resource management and related fields      *Job and Work Analysis* Frederick P. Morgeson,Michael T. Brannick,Edward L. Levine,2019-02-07 Job and Work Analysis Methods Research and Applications for Human Resource Management provides students and professionals alike with an in depth exploration of job analysis Job analysis encompasses a wide range of crucial topics that help us understand what people do at work and why This one of a kind text expertly unpacks the best job analysis methods and then illustrates how to apply these methods to solve some of the most common workplace problems Readers will learn the best practices for helping people work smarter improving hiring and training making jobs safer and providing a satisfying work environment The new Third Edition includes new references the latest research findings and expanded discussions of competency models teams and O NET      *Bridging Education and Employment with Basic Academic Skills* ,1988      *Resources in Vocational Education* ,1977      *Evolving Workforce Demographics* ,1993      **108-1 Hearings: Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriations For 2004, Part 5, March 6, 2003, \*** ,2003      *Diversity in the Workplace* Susan E. Jackson,1993-03-26 Featuring descriptive case studies from such firms as Xerox Digital Equipment Pacific Bell and American

Express this text covers international diversity and merging corporate cultures as well as ethnic gender and lifestyle differences

**Improving Literacy at Work** Alison Wolf, Karen Evans, 2010-11-08 The need to improve the basic skills of the workforce is a perennial problem for employers and employees alike Report to the President and Congress United States. Competitiveness Policy Council, 1993

**Technology and Structural Unemployment**, 1986 Upward Mobility Programs in the Service Sector for Disadvantaged and Dislocated Workers, 1992

**Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriations for 2004** United States. Congress. House. Committee on Appropriations. Subcommittee on the Departments of Labor, Health and Human Services, Education, and Related Agencies, 2003

*Technology and Structural Unemployment* United States. Congress. Office of Technology Assessment, 1986 Report on causes of redundancy and structural unemployment and related employment policy issues in the USA with evaluations of employment creation and training programmes for the unemployed reviews features and costs of job dislocation evaluates adult education and retraining programmes aid to displaced homemakers job placement vocational counselling reemployment etc looks at use of new educational technology and effect of technological change trade and offshore relocation of industry on employment Graphs maps references statistical tables

*Employer Strategies for a Changing Labor Force* Adam Seitchik, 1990

**InfoWorld**, 1989-04-17 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

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