

## Resume Key Words

**PLEASE NOTE:** Please consult an individual company's job description before completing a resume

**IF THE JOB IS NOT LISTED BELOW:** Always check a company websites or job board websites

\*\*\*\*\*

### **Warehouse works/forklift operator/material handler/dock worker**

Follow safety procedures; accurately identifies product for loading and unloading; maintains an organized inventory management system; maintains a clean working environment; certified forklift operator; always follows all safety laws and regulations; productive, team player, respectful and customer-oriented; good communication skills; able to work in a fast-paced environment; hazmat certified

### **Certified Nursing Assistant**

Received certification from (name agency/school); provide patient-centered care; provide for a patient's personal hygiene; support daily living activities; maintain patient stability; provide for patient comfort; adheres to professional health care standards

### **Machine Operator/Assembler**

Certified to operate (name machine); Good verbal and written skills; accurate; strong attention to details; basic math skills; clean and orderly; works well with others; team player; able to work in a fast-paced environment; meets deadlines; able to work long shifts

### **Customer Service Representative**

Excellent in resolving issues; conflict resolution; troubleshooter; active listener; courteous; respectful; sensitive; prompt; effective time management skills; verbal and written communication skills; positive attitude; professional manner; strong decision making; fast-paced environment

### **Environmental Services/Housekeeping**

Has high standards of cleanliness; follows chemical storage and disposal laws and regulations; complies with safety and risk management policies and procedures; positive attitude; works well alone or with others; good attention to detail; reliable

### **Food Service Worker**

Completely compliant with sanitation laws; high food handling standards; insisting on a clean environment; friendly; efficient; sets up food service areas and equipment; follows prescribed procedures for serving food; services a wide variety of food; maintains supplies of eating utensils; replenishes food at service stations; follows safe practices in using hot equipment