



City, ST



(123) 456-7890



email@example.com



LinkedIn | Portfolio

## KEY SKILLS

- Tool organization
- Site preparation
- Basic framing
- Solution-seeking

# Jane Smith

## Dedicated assistant with a passion for precision and support

Carpenter assistant with over four years of experience in residential construction and remodeling. Skilled in material handling, site preparation, and tool maintenance, contributing to seamless project execution.

## PROFESSIONAL EXPERIENCE

### CARPENTER ASSISTANT

XYZ BUILDERS, PORTLAND, OR | JUNE 2020 – PRESENT

- Organized materials and tools, reducing retrieval time by 15% to improve workflow efficiency on job sites
- Support lead carpenters in assembling wooden structures, consistently maintaining accuracy and safety standards
- Assist with framing and finishing tasks for 30+ residential projects

## EDUCATION

### Certificate in Construction Trades

City Community College , Portland, OR | June 2020