

Applicant #1

PROFESSIONAL EXPERIENCE

QM Transport
Dispatcher

Oak Harbor, WA
March 2017 – Present

Responsibilities included: the assignment of motor vehicles and drivers for conveyance or passengers, and compiles lists of available vehicles. records time of departure, destination, cargo, and expected time of return. Records time of departure, destination, expected time of return and maintain record of mileage, fuel used. Assigns vehicles to drivers to provide transportation for approved business while insuring the efficient use of vehicles and drivers.

- Maintains a system of gathering information to update fleet inventory and service records by ensuring that outgoing odometer mileage, destination, and estimated time of return, as well as return odometer mileage, return time, information from vehicle users, and other observable necessary maintenance and repair work are recorded.
- Monitors the actual release and return of fleet vehicles to ascertain the current location and user of each vehicle by establishing and/or maintaining a standard system of recording the release of the vehicle to and the return of the vehicle from the user.
- Schedules servicing of fleet vehicles including lubrication, oil and filter changes, body and engine repair, tires, necessary warranty work, and cleaning of vehicles to ensure efficient and sound operating condition.

Skagit Cycle Center
Administrative Assistant

Anacortes, WA
Nov. 2015 - Nov. 2016

- Managed daily revenue and expenditures throughout three local stores.
- Oversaw an inventory of more than \$1.5 million and over 1,000 bikes across 5 locations
- Reconciled billable accounts on a monthly basis to ensure accuracy and accountability

No hours listed
No way to tell if the applicant worked 1 hour or full time.

Applicant #2

Work Experience: Administrative Assistant

03/2016 - 09/2017

62 Upper Rd

Hours per week: 40

Moria, MN 54321 United States

Administrative Assistant

Supervisor: Sam Smith (218-123-6547)

Okay to contact this Supervisor: Yes

It was a very hard decision for me to leave the clinic, but sadly the pay was too low for me and my family.

No description of what they actually did

Applicant #3

Daniel Boone National Forest
2375 KY Hwy 801 South
Morehead, KY 40351 United States

04/2015 - 02/2016
Salary: 11.17 USD Per
Hour
Hours per week: 40
Series: 0326 **Pay Plan:**
GS Grade: 02
This a time-limited
appointment or temporary
promotion

Office Automation Clerk (This is a federal job)
Supervisor: Eric xxxxx (606-123-6524)
Okay to contact this Supervisor: Yes
VISITOR SERVICES

- Acted as front line agency representative at a busy visitor center. Cultivated a welcoming and professional atmosphere for visitors.
 - Greeted visitors; answered telephones; addressed questions; issued permits and passes; and provided easy access to current brochures, publications, informational handouts, and other items of importance.
 - Evaluated a wide variety of inquiries to provide the most current and appropriate information, while staying up-to-date on agency policies and regulations.
 - Educated visitors about forest safety issues and encouraged resource stewardship through formal and informal visitor contacts.
- COLLECTION OFFICER
- Served as primary collection officer. Operate Point Of Sale System (POSS) and cash register (including credit card machine) to collect fees for maps,

This applicant has the month and year and hours worked – can determine from 4/2015 to 02/2016 10 month of full time work.

Also shows lots of detail of the duties performed

Achievements

Administrative Assistant,

December 2016 – Present

- Receive and greet patients and make them feel welcomed and relaxed. Help patients check in and lead them to rooms assigned to
- Keep staff and doctor informed of next available opening, time allotted for emergency patients, possible no-shows
- Manage and control the daily, weekly, and monthly schedule in order to meet the practice production and collection goals
- Compile data and operate office equipment to maintain business records and reports. Maintain patient records and coordinate patient flow. Record treatment information in the patient's chart. Enter type of treatment planned for next appointment and the amount of chair time, doctor time and assistant time needed. Dismiss patients
- Check accounts balances and insurance policy of patients coming in and prepares to help patients make the best out of their dental insurance
- Discuss any unpaid claims with insurance companies to make sure the clinic collect all the payments
- Answer the telephone, schedule appointments, communicate with patients regarding financial and scheduling options
- Adhere to all safety and health regulations

PR & Marketing Assistant,

February 2015 – February 2016

- Assist general manager with event planning, preparation and coordination and collect information for post-event evaluations
- Track customer traffic flow on weekly basis and make reports and statistic analysis to ameliorate current business model and to tailor better marketing strategies
- Use software to design marketing and advertising materials including flyers, logos and posters and create news letters to promote special fish and new dishes
- Listen to customers opinions and also employ diverse quantitative and qualitative methods to measure customer satisfaction and engagement in order to provide better service
- Maintain internal communications in order to ensure that all the employees are satisfied with the working environment and update their shift availability to make weekly schedule

Did a pretty good job of describing what types of duties they did but No hours listed on resume.

Great Sand Dunes National Park
Administrative Support Assistant (GS-05 Equivalent)

40 Hours Per Week
01/12/2015-04/16/2015

- I currently type at least 40 words per minute based on a 5 minute typing sample with three or fewer errors.
- Provide routine guidance in the areas of time and attendance.
- Track office property to maintain an accurate inventory.
- Review procurement requests for accuracy, completeness and compliance with regulations.
- Prepare and review personnel, budget, and travel requests for accuracy, completeness, and compliance with regulations.
- Prepare travel authorizations and vouchers.
- Assist new hires in completing forms related to their employment.
- Research, interpret, and apply personnel rules, regulations and procedures.
- Provide information to employees in the areas of personnel, payroll, budget, property, or travel.
- Answer questions and provide guidance to employees regarding personnel issues.
- Perform detail oriented work with frequent interruptions and minimal errors.
- Prioritize work to meet short and conflicting deadlines.
- Manage several assignments or projects simultaneously.
- Perform work that requires frequent rapid changes between different subject matter areas with different knowledge requirements.
- Rearrange work priorities and schedules to accommodate changes in procedures, staffing levels, or temporary problems/setbacks.
- Enter payroll data into an automated payroll information system.
- Enter personnel data in an automated human resources information system..
- Use an automated travel authorization system to make travel arrangements for staff.
- Use computer software to create, copy, edit, store, retrieve, transmit, upload and print a variety of letters, reports, and other documentation.
- Greet visitors and direct to appropriate staff.
- Develop, write, and issue instructions to implement new procedures.
- Develop and maintain good working relationships with internal and external customers.
- Respond to telephone inquiries in a prompt and courteous manner to provide information in a clear and easily understood manner.
- Recommend solutions to routine problems with tact and diplomacy.

Has hours worked per week
Has months and years
And has detail of tasks they
performed

Applicant 6

Hy-Vee

123 Sam Street
Your town USA 234567

09/2012 - 01/2013

Salary: 9.75 USD Per
Hour

Hours per week: 20

Kitchen Assistant

Supervisor: J Smith (3194153734)

Okay to contact this supervisor: Yes

During my time with the grocery store Hy-Vee, I prepared product for customer consumption according to company standards incorporating customer requests. I utilized customer service skills through direct contact with the public. I functioned as a team member on a staff of up to 15 motivated and diverse individuals. I utilized organizational and problem solving skills to prioritize multiple responsibilities. During my time with Hy-Vee, I received and utilized training, including safe food handling and preparation. I regularly operated cash registers, and handled money.

Has hours listed and month and year
We can determine 4 months at ½
time so they would get credit for 2
months full time work.

Applicant #7

Lakeport Elementary School

250 Lange St

Anvtown IA 54673 United States

Teacher's Assistant

- Assisted second grade teacher in lesson planning, grading, teaching, story telling, and administering tests

12/2009 - 06/2010

Hours per week: 5

Has months and year and hours
worked of 5. Must prorate 5 hours
per week for 6 months or about 100
hours total
Very lacking in telling us what they
did. No details.