

**JACK JEFFERSON**

**123 Any Street  
Any City, State 55555**

**(213) 555-1234**

**e-mail: JackJefferson@earthlink.net**

An experienced water utility operator with eight years of progressively increasing responsibilities in managing a water plant for a water utility, producing 7 billion gallons of water.

Expertise includes outstanding skills in surface water treatment processing, equipment maintenance, customer service, safety and training.

**EXPERIENCE**

**City of Santa Monica, Department of Water**, Santa Monica, California

2001-Present

**Utility Plant Operator**

Served as Plant Operator, with increasing responsibilities leading to a supervisor role, for a water utility with 2,200 employees and \$330 million in revenues. Reported to the Plant Supervisor.

- Operated the entire plant, when needed.
- Dealt with complex accounts receivable matters.
- Interacted with customers.
- Installed and disconnected service as needed.
- Examined and repaired leaks.
- Prepared reports for each assignment.
- Trained two new operators.

**EDUCATION**

**Santa Monica College**, Santa Monica, California

**Associate of Science, Electronics Technology**

**LICENSE**

Surface Water Treatment License B

**ADDITIONAL SKILLS**

Microsoft Office; PC and Mac Platforms; Typing: 55 WPM; Fluent in Spanish