



JANE SMITH

Carpenter assistant

Portland, OR | (123) 456-7890 | email@example.com | LinkedIn

PROFILE

Reliable and organized carpenter assistant with over four years of experience supporting lead carpenters on residential construction and remodeling projects. Skilled in material handling, site preparation, tool organization, and basic framing support. Committed to maintaining safe, efficient job sites and contributing to on-time project completion through consistent, dependable work.

KEY SKILLS

- Tool organization and inventory management
- Job site preparation and cleanup
- Basic framing and structural assembly support
- Material handling, staging, and transportation
- Hand and power tool operation (saws, drills, nail guns)
- OSHA safety protocol compliance
- Blueprint reading fundamentals
- Measurement and marking assistance
- Lead carpenter support and task coordination

PROFESSIONAL EXPERIENCE

Carpenter Assistant

XYZ Builders, Portland, OR | June 2020 - Present

- Organized materials, tools, and equipment across 30+ residential project sites, reducing average tool retrieval time by 15% through systematic staging and labeled storage protocols
- Supported 4 lead carpenters in assembling wooden structures across framing, decking, and interior trim phases, consistently maintaining safety standards and accuracy tolerances throughout
- Assisted with framing and finishing tasks for 30+ residential projects, contributing to a 100% on-time delivery rate across all projects in the 2022 and 2023 seasons
- Prepared job sites before each phase start including layout marking, material delivery coordination, and debris clearance, reducing project startup delays by an average of 30 minutes per site
- Maintained and cleaned hand and power tools after each shift across 4 years of continuous service, contributing to zero tool-related safety incidents over the full tenure
- Assisted lead carpenters with door and window installation on 20+ homes, developing proficiency in shimming, plumb alignment, and hardware fitting
- Transported materials using forklifts and hand trucks across active construction sites, completing all material movements without damage or safety incidents

EDUCATION

Certificate in Construction Trades

City Community College, Portland, OR | June 2020

Relevant Coursework: Construction Safety, Carpentry Fundamentals, Blueprint Reading, Material Handling

CERTIFICATIONS

- OSHA 10-Hour Construction Safety, OSHA, March 2022
- Forklift Operator Certification, OSHA, March 2021