
Jewelry Repair Resume

Job Objective

Obtain a job as Jewelry Repair using my experience and skills.

Highlights of Qualifications:

- Vast experience in setting, sizing and jewelry repair
 - Familiarity with jeweler's tools, machinery and equipment
 - Ability to work with exposure to chemicals, low-voltage plating equipment, flammable materials and fast-moving machinery
 - Ability to sit for over eight hours and focus on small detailed work
 - Ability to work flexible hours including evenings, weekends and holidays
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Professional Experience:

Jewelry Repair

Helzberg Diamonds, Cincinnati, OH

August 2008 – Present

- Maintained a high level of quality and turn-around time acceptable to the client.
 - Assured that gold stock, findings and loose stones are properly maintained.
 - Accurately completed paperwork and proper storing of materials.
 - Maintained adequate inventory levels without excess.
 - Contributed to increasing the financial return of precious metal recoveries by following proper asset recovery procedures.
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Education:

High School Diploma

El Rancho High School, Pico Rivera, CA

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