

JANE DOE

359 First Street, Gravenhurst, ON P1P 1T4
(705) 687-2233

OBJECTIVE:

To secure a **Full Time** position where I can further enhance my skills and abilities allowing for both personal and professional growth.

HIGHLIGHTS OF QUALIFICATIONS:

- Excellent customer service skills
- Strong communications skills, both written and verbal
- Valid Class G Driver's License with reliable transportation
- Enthusiastic about learning new skills
- Established good work ethic

RELEVANT EXPERIENCE:

Counter Clerk, Tim Horton's, Gravenhurst, ON 2014 – Present

- Greet customers in a friendly and professional manner
- Prepare various light meals and beverages
- Ensure that all areas are kept clean and safe

Sales Associate, Wal-Mart, Bracebridge, ON 2010-2013

- Process cash and credit card transactions
- Stock shelves and tidy merchandise displays
- Ensure work areas are kept clean and safe

Child Care Provider, Private Employer, Gravenhurst, ON 2006-2010

- Responsibly supervise children ages 0-12
- Prepare light meals and snacks
- Implement age appropriate activities

EDUCATION:

2010 O.S.S.D. Gravenhurst High School, Gravenhurst, ON

CERTIFICATES AND AWARDS:

2012 First Aid & CPR, Red Cross
2013 Food Handler's Certificate
2010 WHMIS

References available on request