Aaron J.R Anderson

**Phone**: 778 345 5120 **E-mail:** [Aaron.Anderson2@student.ufv.ca](mailto:Aaron.Anderson2@student.ufv.ca)

**Objective: To obtain a part-time employment position while attending college.**

**PROFILE**

An experienced and safety-oriented individual seeking a part-time position, with a strong work ethic and ability to work independently or in a team. Proficient in multitasking and routine tasks while ensuring safe and timely completion. Excellent interpersonal skills, promoting a positive work environment and higher morale among coworkers.

**summary**

I have 4 years of experience as a Building Manager's Assistant in Abbotsford, B.C., and 3 years of operator experience at ice rive Springs Chilliwack achieving producing half a million water bottles per shift during the pandemic increase in production from 42% to 95%. Additionally, I have never missed a shift in 7 years between both jobs. Assisted the building manager in maintaining 78 condos. Now attending college for a degree in computer information systems.

**HIGHLIGHTS of SKILLS**

* Proficient in Hyper Text Markup Language and Cascading Style Sheets
* Provided all the graphics for a published book of 275 pages.
* can troubleshoot posting issues with new personal operating systems.
* Able to assemble personal computers.
* Proficient in Microsoft Office including Word, PowerPoint, excel, and outlook.
* General housekeeping and cleanliness of the workplace keeping it presentable and safe for audits.
* Greet and welcome others with open body language.
* Hands-on experience with using industrial processing equipment.

**EMPLOYMENT HISTORY**

**Manager’s Assistant, Fernwood Manor, Abbotsford, B.C. 4 Years**

* Assisted during emergency water flooding cleanup and prevention.
* Maintained overall cleaning tasks vacuuming elevators, hallways, and common areas resulting in a clean environment for tenants.
* Finalized snow removal of car ramp and sidewalk during the winter seasons.
* Assisted in picking up and counting money collected from laundry machines.
* Removal of garbage from emergency entrances.

**Operator ice river springs Chilliwack B.C 3 years**

* Responsible for training new employees on the night shift.
* Completed Data entry for many products produced including quality inspection of products.
* Maintained plant audit level for annual government inspections.
* Assisted in maintaining and repairing equipment to ensure smooth operations.
* Assisted in plant start-ups both at the start and end of shifts or after power breaks.

**EDUCATION**

* High School. grade 12. 2019.
* Alchemy work safety training.
* Microsoft office fast track.
* First aid.