|  |
| --- |
| **SKILLS/ABILITIES** |

* Possesses computer skills, Proficient with Microsoft Word, Powerpoint, and internet applications
* Team player; works well with others
* Creative thinking skills
* Responsible; strong communication and customer service skills
* Conscientious; strong sense of community
* Ability to follow guidelines, directions and able to work unsupervised
* Time management and organizational skills
* Strong math and analytical skills
* Ability to multi-task
* Money handling experience including debit/credit card machines

|  |
| --- |
| **WORK EXPERIENCE:** |

*Tim Horton’s Valleyview, Kamloops – (October 2015 to June 2016))*

* Take customers' orders
* Assemble and prepare food and food orders
* Portion and wrap food or place it directly on plates for service to patrons, and package take-out food
* Serve customers at counters or drive thru windows
* Stock refrigerators and keep records of the quantities of food used
* Receive payment for food items purchased
* General housekeeping duties
* Strong customer focus

*Kamloops Daily News – (June 2012 to June 2013)*

* Delivers newspapers to subscribers along prescribed route

|  |
| --- |
| **VOLUNTEER EXPERIENCE:** |

* Represented Kamloops Navy League on numerous volunteer/community events
* Assist in mothers home business
* Babysitting sibling
* Snow Shovelling for neighbours

|  |
| --- |
| **ACHEIVEMENTS/AWARDS** |

*Kamloops Navy League – (September 2011 to October 2013*

* Achieved highest ranking in the Corp. prior to aging out. Attended competition as part of the Drill Team in Vancouver in May 2013. Participated in numerous fundraising activities and community parades.

*Babysitting*

* Attended and completed the Babysitting course offered through the YMCA.

*Honor Roll*

* Achieved the honor roll at school for the academic year 2012-2013 & 2014-2015..
* Represented the school on their basketball and volleyball teams for the years 2012 & 2013.

|  |
| --- |
| **EDUCATION:** |

* Valleyview Secondary School (2014 to present)
* Juniper Ridge Elementary (2008 to 2014)
* Naunton Park Elementary (UK) (2005 to 2008)

|  |
| --- |
| **INTERESTS/ACTIVITIES:** |

* Skiing and Snowboarding
* Acting/Singing
* Playing Guitar
* Video Games

|  |
| --- |
| **REFERENCES:** |

Available on request.