

Max Kogan

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Objective: Seeking a part time position utilizing my skills. I am a Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Skills:

- Document scanning
- Organizational skills
- Financial records
- Meticulous attention to detail
- Time management
- Dependable and Responsible

Work History:

Filing Clerk - June 2021 - Present

Justice LLP, Toronto and York Region, ON

- Sorted and organized files
- Converted files from paper copies to digital copies
- Filing files

Time Keeper - 2022-07 - 2022-08

dirTEE Excavating, York Region, ON

- Kept track of all incoming and outgoing trucks
- Counted loads
- Monitored and kept records of all **deliveries**

Education:

Toronto High. - Toronto, ON - Graduating June 27, 2023

Accepted to Seneca College for September 2023

Volunteer Work:

155 hours helping the elderly with chores. Tasks included, mowing lawns, bringing in the groceries, helping with cleaning, dog walking/feeding, snow cleaning, garden clean up and other help as needed.

