

Jordan Wai-Lun Than

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OBJECTIVE:

Get hired for the part-time job I applied for and perform it to the best of my abilities.

SKILLS:

- Good communication skills
- Observant and able to follow instructions
- Patient and persistent
- Excel in teamwork
- Excellent organizational skills
- Great time management ability
- Dependable and reliable in teamwork
- Punctual with deadlines
- Initiative and adaptability in my environment

EDUCATION:

Middlefield Collegiate Institute

525 Highglen Ave, Markham, Ontario

September 2019 - 2023

- Awarded Ontario Scholar
- Ontario Secondary School Diploma

WORK EXPERIENCE:

Graphic Designer

bizZone Inc.

2243 Stouffville Rd, Gormley, Ontario

September 2021 - January 2022

- Online on Zoom
- Assisted members in the design of a website
- Through the Co-operative Education program
- Raised efficiency during projects with my partner

Seasonal Chocolate Sales Connoisseur

Purdys Chocolatier

5000 Hwy 7, Markham, ON L3R 4M9

November 2022 - December 2022

- Persuasive customer service skills
- Knowledgeable in Purdy's chocolates and ice cream
- Experience with cash register

- Cleaning garbage and closing the store up
- Working in tangent with group members

VOLUNTEER EXPERIENCE:

Taste of Asia Festival Volunteer

7157 Kennedy Rd #7113, Markham, Ontario

June 25 - June 27, 2022

- Participated in the function of the festival
- Hosted by The Federation of Chinese Canadians
- Aid in handing out maps, cleaning up garbage, chairs, barricades, and tents
- Coordinated in groups for better coherence

Bellamy Lawrence Animal Hospital Volunteer

3310 Lawrence Ave E, Scarborough, Ontario

June 29, 2022

- Cleaned countertop surfaces and floors
- Held dog leashes for veterinarians
- Played with dogs to distract them from bothering the staff

Logan Kanapathi Office Volunteer

7380 McCowan Rd Unit 3, Markham, Ontario

June 23 & June 28, 2022

- Dismantled the lawn voting signs
- Organized items into recyclable and garbage
- Two parts are the sign and the metal stand
- Collaborated in a group in which each individual had separate roles

Teacher's Helper & Graduation Program Volunteer

525 Highglen Ave, Markham, Ontario

June 22, June 24, June 28 & September 7, 2022

- Occurred at Middlefield Collegiate Institute
- Aided in cleaning up a teacher's classroom
- Carrying heavy boxes
- Printed copies and highlighted vital information
- Glued a piece of paper to a page of the graduation brochures due to a misprint
- Coordinated along with other classmates in creating efficient roles and systems

Aaniin Community Centre - Atrium Activity Ambassador Volunteer

5665 14th Ave, Markham, Ontario

June 11, 2022

- Bringing out items for children to play with
- Supervising the safety and well-being of the children and the activity
- Stopped dangerous actions that can lead to injury

EXTRACURRICULAR:

2019 - Anime Club at Middlefield Collegiate Institute

- The club is dedicated to Japanese cartoons known as “anime”
- Discuss anime-related material
- Socialize with peers

2022 - 2023 Silverhawk Club at Middlefield Collegiate Institute

- Student-run newspaper club
- Position: Photographer
- Took photos of clubs, meets, games, and events that occurred in the school

2022 to 2023 - Yearbook Club at Middlefield Collegiate Institute

- The club was centred around creating the yearbook for the school year
- Position: Photographer and Layout
- Photo taking around students and teachers

2022 to 2023 - Photography Club at Middlefield Collegiate Institute

- The club is dedicated to photography
- Taking photos around special school events

AWARDS AND ACHIEVEMENTS:

- Placed within the top 5 among elementary school participants in a Track and Field competition
- 2019-2020 Honour Roll
- 2020-2021 Honour Roll
- Grade 9 Science Silverhawk Award
- Grade 9 Learning Strategies Academic Award
- Grade 10 Applied English Academic Award
- 2021-2022 Honour Roll
- Grade 11 English Academic Award
- Grade 11 Foundations for College Mathematics Academic Award

INTERESTS:

- Enjoy indulging in films and cinema in my spare time
- Reading books
- Playing badminton
- Interested in technology
- Entertain in video games
- Photography

REFERENCES:

Grade 10 Technological Design Teacher

Mr. [Neps Ng'Ong'Ola](#)

Middlefield Collegiate Institute, Markham, Ontario

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Grade 9 Science Teacher

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