

# Caden Lee

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## Summary

I'm a high school graduate with skills in creative writing, basic programming, and research. I've worked in retail and custodial environments, and have experience working as customer service and cashier. I like programming and linguistics, and my main hobby is writing short stories that I hope to one day publish.

I'm skilled in secretarial work, and can offer rudimentary tech support. I can stock shelves, clean, and I operate the store when my manager is away. I took First-Aid and WHIMS courses during high school and am looking to renew my license. I work equally well in solitary environments as in group settings.

During my high school years, I participated in a work experience where I would assist the custodial staff in cleaning the school. After I graduated, I spent a gap-year in a combination of self-study and remote learning programs before being hired by a local grocer. I've since moved out of the small town my parents live in and am looking for a job closer to my apartment in Saskatoon.

## Experience



### Cashier

#### Young Food Store

Nov 2022 - Present (11 months)

My main responsibilities are cashiering, cash handling, customer satisfaction, and stocking shelves.

I also clean the floors, windows, shelves, and wash dishes.

I open, close, and operate the store alone.

Once a week I also setup that week's sales and setup the sale tags.



### Intern

#### LANGDON CHAMBER OF COMMERCE

Aug 2022 - Sep 2022 (2 months)

I researched, designed, and implemented a file management scheme for LDCC

I sorted and organized disparate files with arbitrary file-names

I created a filing system, mapped where files would be moved, then executed it.

I created file-naming conventions as needed and renamed files as appropriate.

## Education



### NorQuest College

#### ACT! Certificate Program, Data Processing

2022 - 2022

I learned how to use excel for basic tasks and as a database. I also learned some simple SQL queries and how to use them.

I participated in a work experience program where I interned at Langdon Chamber of Commerce.



### **Sturgeon Composite High School**

2018 - 2020

I participated in a work experience program where I assisted the school custodians in cleaning the floors and desks.

I obtained a WHMIS certification for the purposes of my work experience. I also took a first aid course that was offered during PhysEd-30.



### **Winston High School**

High School Diploma

2020 - 2021

## **Licenses & Certifications**



### **Workplace Hazardous Materials Information System Training - Sturgeon**

Composite High School

Issued 2019 - Expires 2022



### **First Aid - Canadian Red Cross**

Issued 2020 - Expires 2023

## **Skills**

Summarizing Information • Easily Adaptable • Time Management • Cashiering • Sanitation • English  
• Customer Service • Floor Cleaning • Note Taking