# **Marcus Coley**

# **Apt.601-9188 Cook Road, Richmond, British Columbia, Canada, V6Y-4M1 Home: 604-447-3213 Cell: 778-320-6924 Email: marcus.09@live.com**

#### Objective

To gain quality work experience while applying skills I have previously learned for the benefit of the company.

**Experience**

**Chequers Inn, Kent England (2007-2009)**

## *Dishwasher*

1. Cleaned dishes and kitchen
2. Helped with minor food preparation

**Harling’s Jewellers, Vancouver BC (On call 2010-2011)**

## *General office duties*

1. Filing and organizing
2. Maintaining workspace

**Evolution Fulfilment, Delta BC (June 2011)**

## *Order picking and packing/unpacking*

1. Picking a customer’s order and ensuring the right item and product number was chosen
2. Unpacking and placing merchandise in its respective area according to item type and number

**Technoport, Richmond BC (June 2013)**

## *Inventory Counting*

1. Counting inventory to ensure records are accurate

**IHOP, Richmond BC (2014)**

## *Dishwasher*

1. Cleaned dishes, immediate area & bathrooms

## Education

High school diploma – Steveston London Secondary, Richmond BC

A+ Certification – Winston College

**Volunteer Work**

* The Lookout Society Soup Kitchen– Downtown Vancouver 2011
* Chopra yoga studio – Downtown Vancouver 2013-2014

**Skills**

* Good work ethic
* Organized, Flexible, hard worker
* Good understanding of computer hardware, software and peripherals
* Fast learner

#### Additional Information & Interests

* Very interested in computer programming and technology
* Enthusiasm for new work experience
* Practice Yoga and fitness training

**References by request**