**Marcus Coley**

601-9188 Cook Road

Richmond, BC V6Y 4M1

778-320-6924

[Marcus.09@live.com](mailto:Marcus.09@live.com)

April 27, 2015

Genesis Integration

Richmond, BC

Dear hiring manager,

I am very interested in the project and service coordinator position listed on indeed jobs. I have previous customer service experience at London drugs where I was responsible for both sales and ringing up customer purchases. In addition, I was tasked with performing backups, virus removal and installations. Being a hobby programmer, I also have some web development experience. I have worked with graphic designers on the layout of the site and proceeded to build the site with said design using html, css, javascript/jquery and php. I enjoy just about anything related to technology and as such have received my 801-802 A+ certification from Winston College. I enjoy new experiences and am a fast learner with a great work ethic. I would really appreciate the opportunity to sit down and talk more about how I could contribute to the goals of Genesis. Feel free to give me a call at any time at 778-320-6924.

Regards,

Marcus Coley

# **Marcus Coley**

# **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)**

## *Dishwashing*

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

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

## *Inventory Counting*

1. Counting inventory to ensure records are accurate

**London Drugs, Richmond BC (December 2013 - March 2014)**

## *Computer sales*

1. Responsible for all sales in the computer department
2. Operate POS for all customer purchases
3. Product facing and maintaining the sales floor
4. Minor technician duties (Backups, installations and virus removal)

**IHOP, Richmond BC (July 2014)**

## *Dishwashing*

1. Cleaned dishes, immediate area & bathrooms

**Freelance web development, Richmond BC (2014)**

## *Programming*

1. Wrote html and css code based on Photoshop designs
2. Used javascript/jquery where effects were needed
3. Developed backend using php
4. Migrated new site to desired domain

## Education

High school diploma – Steveston London Secondary, Richmond BC

A+ Certification – Winston College

**Volunteer & side jobs**

* The Lookout Society Soup Kitchen– Downtown Vancouver 2011 (volunteer)
* Chopra yoga studio – Downtown Vancouver 2013-2014 (volunteer)
* House / animal sitting while owners vacation

**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**