**Grace Dauphinee**

30 Springhill Road Apt. 210

Dartmouth, Nova Scotia, B3A4H5

graceelizabethdauphinee1995@gmail.com

**Qualifications**

* Early Childhood Education
* CPR and First Aid Certification
* Safety Management
* Activity Planning and Supervision
* Operations Management
* Interpersonal communication

**Professional Experience**

**Housekeeper at The Prince George Hotel (2019-current)**

* Clean and disinfect up to 16 rooms a day, including floors, carpets, bathrooms
* Remove dust from appliances, walls, floors, ceilings, windows, doors etc.
* Greet all guests pleasantly, and help to resolve all queries
* Ensure that cart is stocked with linens, towels, amenities and cleaning supplies at the end of each day
* Provide additional support when coworkers are unable to show

**Cashier at Esso Go! Gas station (2018-2019)**

* Handle cash, credit or check transactions with customers
* Scan goods and collect payments
* Issue change, receipts, refunds, or tickets
* Redeem stamps and coupons
* Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
* Resolve customer complaints, guide them and provide relevant information

**Early Childhood Educator at Treehouse Play School, Whitehorse (2017-2018)**

* Experience of working with children 3 to 10 years old
* Ability to assess and work on development of children
* Matured and professional in developing relationships with children and parents
* Adept in supervising and providing complete safety and comfort to students
* Excellent knowledge of food and nutrition necessary for child's growth

**Babysitter (2012 - Current)**

* Tidy up the household, clean dishes after every meal, and wash the children before bed (ages 0-4)
* Prepare games and activities for the children
* Prepare certain outings once a week
* Change,  feed, bathe and put to bed the youngest child

**Cashier, Drive thru Cashier & Baker at Tim Hortons, Edmonton (September 2014 - 2015)**

* Prepare and serve all baked goods
* Assist customers in taking advantage of sales
* Greet the customers and guide them regarding products available on the menu
* Take guests’ orders and process the same quickly
* Pack or serve the ordered meals as per client preference
* Provide timely and courteous food and beverage services
* Generate the bill and collect payments

**Additional Skills**

* Enthusiastic towards projects and presentations
* Works well in a fast paced environment
* Willing to try new things and am interested in improving efficiency on assigned tasks.
* Concerned with quality.  Produce work that is orderly and attractive.
* Able to work both alone, or in a group setting to get a task done

**\*REFERENCE AVAILABLE UPON REQUEST**