

Haliah Kolcun

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Hard-working, multi-tasker with outstanding telephone, and documentation skills. I excel in critical thinking and have excellent communication skills, both verbal and written.

EXPERIENCE

Statistics Canada, Edmonton AB — Census Enumerator

MAY 2021 - JULY 2021 (Seasonal)

- Secure data against loss by consistently following Census Bureau policies.
- Protect individuals by maintaining complete confidentiality of collected data.
- Gather required census information by moving door-to-door between homes around Edmonton..
- Validate address information with visits to each residential structure in the assigned area.

Edible Arrangements, Edmonton AB — Customer Service

NOVEMBER 2017 - DECEMBER 2017 (Seasonal)

- Drive sales success by building displays and merchandising attractive arrangements.
- Maintain customer satisfaction, quickly resolving issues and offering expert assistance.
- Verify sales prices and process cash or credit payments to complete sales

Koocanusa Village Marina Store, Koocanusa BC — Cashier

JULY 2017 - SEPTEMBER 2017 (Summer Employment)

- Maintain clean, organized, and well-stocked checkout areas.
- Assist with price adjustments and merchandise changes on shelves.
- Engage with customers while completing cash register transactions.
- Prevent losses by watching for suspicious behavior.

SKILLS

Dedicated Team Player
Critical Thinker
Product Merchandising
Cash Register Operation
Task Prioritization

CERTIFICATIONS

HCS 3000

HCS 3010

CTR 1010

WHMIS

REFERENCES

Darlene Oszust -
Past Employer
780-902-4880

Beverley Skaalrud -
Past Employer
250-278-0807

Paul Froese -
Past Teacher
780-951-2461

Campground, Koocanusa BC— *Cleaner*

AUGUST 2017 - AUGUST 2017 (Summer Employment)

- Keep entry ways, common areas, and public spaces presentable and clean.
- Use special cleaning chemicals to sanitize high-traffic areas.
- Manage upkeep of outside spaces, including removing debris and trimming landscaping.

School Store, Lancaster Park AB — *Cashier*

SEPTEMBER 2015 - FEBRUARY 2017

- Balance the cash drawer at the beginning and end of each shift.
- Prioritize orders to maintain efficiency and synchronize timely delivery of guest orders.
- Meet kitchen demands with good prioritization skills to work on multiple orders at once.