

# Edgar Coime

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89 – 10200 FOURTH AVENUE, RICHMOND, BC, V7E1V3

## EDUCATION

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04. 2017 – 10. 2017	BCIT Electrical Foundation Program, Burnaby, BC
09. 2010 – 07. 2015	Hugh Boyd Secondary, Richmond, BC

## WORK EXPERIENCE

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2016 – <i>PRESENT</i>	Janitor   <b>Seafair Apartments</b> , Richmond, BC <ul style="list-style-type: none"><li>• Cleaning and maintaining of the building as well as its premises</li><li>• Attending to any complaints that the tenants may have about the apartment or in the premises</li></ul>
10. 2016 – 03. 2017	Helper   <b>ANKER INDUSTRIES</b> , Richmond, BC <ul style="list-style-type: none"><li>• Renovations and home extensions</li><li>• Siding installation</li></ul>
06. 2014 – 02. 2015	Kitchen Staff   <b>A&amp;W Restaurants</b> , Richmond, BC <ul style="list-style-type: none"><li>• Responsible for making sure the food is prepared on time and safe for customers</li><li>• Worked mostly closing shifts responsible for making sure equipment was clean and ready for morning staff</li></ul>

## SKILLS

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| <ul style="list-style-type: none"><li>• WPM 75</li><li>• Computer Literate<ul style="list-style-type: none"><li>○ Web Design: Basic level HTML and CSS</li><li>○ Photo editing: Photoshop AND GIMP</li><li>○ Microsoft Office: Proficient with Word and Excel</li></ul></li><li>• Basic level knowledge of book keeping</li></ul> | <ul style="list-style-type: none"><li>• Knowledgeable of Electrical Building Code</li><li>• Comfortable working independently with minimal supervision</li><li>• Participates in volunteering work which involves daily interaction with people</li><li>• Excellent writing and communication skills</li><li>• Attention to detail and organized</li><li>• Accurate and efficient</li></ul> |
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## AWARDS

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2017 – BCIT Outstanding Graduate of the Electrical Foundation Program

2014 – Third place in Regional Skills Canada Web Design competition