

Khéla Friday

Student

Permanent Residence

Khéla Friday
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Current Residence

Khéla Friday
1385 Woodroffe Avenue
Ottawa, ON K2G 1V8

Profile

Bilingual Library and Information Technician with customer service experience

Summary of Qualifications

High School Graduate
Standard First Aid CPR/AED Level C
French language proficiency
Pleasant personality

Education

Algonquin College

2019 - Present

Studying towards achieving a Diploma in Library and Information Technician program.

Leaside High School

2014 - 2019

Work Experience

SilverCreek Developments Inc

Summer 2018

Apprenticed alongside renovation contractors.

CO-OP Placement-Leaside Cafeteria

September 2018 - January 2019

Under the supervision of the home economics teacher, I operated the school cafeteria.

- Organized newly purchased equipment and utensils in the kitchen.
- Assisted students in Food and Nutrition classes, demonstrating proper use and care of equipment, proper food handling techniques and safety practices.
- Researched and planned menu, prepared, cooked and served meals.
- Cleaned kitchen after use

Volunteer Experience

Volunteer, NACAC 2018 (North American, Central American and Caribbean Track and Field Championships)

August 2018

Provided support to Technical Officials on the field of play.
Member of the food and beverage team that set up meals and refreshments for the volunteers and officials.

Junior Track Official, Ontario and Canadian Masters Track and Field Championships

July 2015, July and August 2016, January 2017

Assisted Technical Officials in judging and timing athletes.

Student Secretary, Leaside High School

Fall and Spring 2014, 2015, 2016, 2017 and 2018

Managed the teachers' schedules during Parent-Teacher interviews, ensuring time limits were not exceeded.

Volunteer, Loblaw Children's Holiday Season Party

December 2015, 2016, 2017 and 2018

Ensured a safe environment for children on the amusement rides.
Guided parents and children through the Santa photo booth.

Extra-Curricular Activities

Member of Leaside HS Athletic Teams - Basketball, Rugby, Track & Field
Member of Leaside HS Dance Club, Film Club, Drama Club, Student Action Team, Library Helpers, Band and Vocal Ensemble
Writer, Leaside Chronicle School Newspaper
Senior Editor, Yearbook, 2017-2019

Awards

Award Finalist in the Annual Danforth CTI Technology Showcase and Challenge in multimedia Design (2013)
Finalist in TDSB Creates (2016)
Leaside High School Junior Athletic Letter (2017)
Leaside High School Senior Athletic Letter (2019)
Hartley Family Scholarship Award

References available upon request