**Jonathan Swain**

Apt #15 299 Westminster Ave

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**OBJECTIVE**

My primary objective is to secure full time employment in an Administrative position. I am available to start work within short notice as I am currently employed, work flexible hours or shifts and would be available on weekends. I am always enthusiastic to learn and expand on my knowledge, skills and experience.

**Summary of Professional Strengths:**

I am a highly motivated, organized and dedicated individual. Paying special attention to detail, I learn very quickly. I work very well in a team environment or independently. I am physically and mentally very strong and not unfamiliar to physical labor.

**Demonstrated Strengths Include:**

* Practical knowledge and experience in the field of baking and customer service
* Functional knowledge of Excel, WORD, PowerPoint, Quick Books, Internet
* Excellent time management and organizational skills
* Work very well with others
* Dedicated, punctual, and reliable

**WORK HISTORY**

**Super 8 Hotel (Formerly Knights Inn & Howard Johnson), London, Ontario: July 2008 to Present**

**Night Auditor**

* Responsible for the summary of daily activity reports, shift change and end of day summaries, monthly revenue reports, period and year to date reports
* Daily maid worksheets
* Provide night security and problem resolution
* Guest check in/check out
* Other duties as required

**Business Solutions, Echo Bay, Ontario: June 2007 – April 2008**

**Jr. Clerk**

* Responsible for the organization, data entry and filing of all business transactions and receipts. Assist in the preparation of financial statements for both current and past business years. Handle incoming calls and business inquires.
* Record and log all incoming and outgoing faxes and phone inquiries. I possess functional knowledge of Excel, WORD, and QuickBooks.

**Ontario Coalition of Aboriginal People, Blind River, Ontario: April 2007 – April 2008**

**Bookkeeper**

* Responsibilities include the organization, data entry, and filing of all business transactions and receipts. Prepare quarterly, monthly and year-end financial statements. I possess functional knowledge of Simply Accounting, Excel, WORD, and QuickBooks.

**Sobey’s, London, Ontario: July 2006 – April 2007**

**Tim Horton’s, London, Ontario: May 2000 – May 2006**

**Baker**

* Responsible for the daily preparation and baking of pre-prepped baker goods. Responsible for finishing of product for display. Store-front inventory levels were maintained. Ensured a clean and safe working environment was maintained at all times. I managed the uploading and storage of product deliveries, maintaining FIFO system for consumable product. Hours of operation were flexible – days, evenings or weekends.

**EDUCATION**

Fanshawe College, London, ON.

Ontario College Diploma – Completion of 2 Year – Business Accounting Program

Courses include: Intermediate Accounting, Taxation, Macro & Micro Economics, Marketing, and Business Law, Computer Applications, Applied Computer Applications, Personal Financial Planning, Cost Accounting, ACCPAC, and Statistics.

**INTERESTS & HOBBIES**

Enjoy golfing, hockey, and basketball.

**REFERENCES**

Leah Charette: Former Co-Worker at the Super 8

C: (519) 702-4092

David Johnson: Former Supervisor at Tim Horton’s

C: (226) 926-2323

Roger Wilmot: Former Boss Working @ Wilmot’s Welding Shop

C: (519) 857-6264