

**RESUME**  
**KEVIN GOVIER**  
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**OBJECTIVE** To obtain a job in order to gain experience in the retail industry.

**SKILLS** **Languages:** English and French - able to read and write fluently in both languages.  
**Computer:** Proficient in Microsoft Word, Excel, PowerPoint, Google Drive, and Zoom.

**EXPERIENCE**

**Summer 2021** **Kitchen Staff**  
**McDonald's**  
Ottawa, Ontario

- Organized, cleaned, and maintained the establishment and its equipment.
- Cooked and prepared an assortment of different menu items.
- Gained experience operating in a fast-paced working environment.

**Summer 2020** **Volunteer Product Receiver**  
**Mission Thrift Store**  
Ottawa, Ontario

- Received and refurbished incoming donations.
- Assisted customers in transporting, loading, and unloading products and donations.
- Organized and priced an assortment of merchandise.

**Summer 2019** **Volunteer Assistant Curling Instructor**  
**City View Curling Club**  
Ottawa, Ontario

- Demonstrated and taught a variety of skills and techniques to all participants.
- Supervised and managed 10-15 adults and seniors.
- Developed skills in education and teamwork.

**EDUCATION**

**2018-Present** Cairine Wilson Secondary School  
Currently in grade 12  
Expected to graduate June 2022  
Honour Role  
Current Average 95%

**Spring 2018** University of Ottawa  
Completed Mini Enrichment course – Psychology

**REFERENCES** References are available upon request.