

Sunit Toor

873 O'Reilly Crescent, Shelburne, ON L9V 2S7
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Skills

- Excellent communication and problem-solving skills
- People-oriented and patient
- Multilingual (English, Punjabi, Hindi, and basic French)
- Frequent participation in leadership roles
- Proficient in Microsoft Office Suite and Google Applications

Education

- Center Dufferin District High School (Grade 9): 2017 – present

Special Interests

- Bhangra Competitive Dancer
- Training to become a Lifeguard - Swimming
- Certified in Standard First Aid
- Badminton

Experience

Pharmacy Assistant: July 2019 - Present

- Assisting with drug dispensing by measuring, compounding, or packaging medications
- Answering phone calls for medication refills and managing the cash register
- Putting together blister packs for seniors

Shelburne Public Library (ESL Class Assistant, Teen Advisory Board Secretary): July 2017 - 2019

- Playing the role of a secretary in all meetings (typing up the entire meeting)
- Assisting to run teen programs at the library
- Helping to plan and run ESL Classes

References

Ravinder Gill

Pharmacy Manager
Loblaws Inc
101 Second Line,
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