**Mindy Bush**

8621 89 Street

Grande Prairie AB T8X 1V7

780 296 6530

Mindym86@gmail.com

To whom it may concern,

I am applying for an entry level position with your company. I hold current H2S, TDG, WHMIS, Standard First Aid and CPR-C and AED Certification. I am always willing to do more training and take more courses. I also have a valid driver’s licence and I am willing to travel and/or stay in camps. I am also enrolled in the EMR training taking place in October.

I would like to welcome the opportunity to further discuss this opportunity with you. If you have questions or would like to schedule an interview, please contact me by phone at 780-296-6530.I have included my resume for your review, and I look forward to hearing from you.

Sincerely,

Mindy Bush

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[Mindym86@gmail.com](mailto:Mindym86@gmail.com)

**Highlights of Qualifications**

* Valid CPR-C and Standard First Aid
* H2S
* TDG
* WHMIS
* Valid Driver’s Licence

**Work Experience**

**June 2013-Present**

**Personal Trainer (Casual/Part time)**

Exertion FITT

Grande Prairie, AB

**Duties:**

* Operating my own business helping my clients reach their personal goals.

**June 2012-Sept 2012 (Summer Position)**

**Personal Trainer and Fitness Instructor**

Urban Aboriginal Diabetes Prevention Program

Grande Prairie, AB

**Duties:**

* Walking group, Stroller fit, Personal Training Exercise Plan Design, Boot Camp Circuits, Presentations and Public Speaking, Office Duties

**July 2010-Aug 2011 and Sept 2012-August 2013**

**Server**

Boston Pizza

Grande Prairie, AB

**Duties:**

* Serving customers with a great knowledge of the menu, operating the computer system and taking payments

**Sept 2008-Sept 2012**

**Logistics/Receptionist/Laboratory Technician**

AGAT Laboratories

Grande Prairie, AB

**Duties:**

* General office duties including data entry, filing, answering phone and helping clients, shipping, receiving and ordering
* Laboratory duties including preparation of environmental samples for analysis, reporting results of analysis

**May 2007- Oct 2009**

**Server**

Tony Roma’s

Grande Prairie, AB

**Duties:**

* Serving customers, operating the computer system, training new serving staff and taking payments

**Sept 2005-Aug 2006** Enrolled in College

**Aug 2006-May 2007 and July 2002-Sept 2005**

**Server and Guest Services**

Timberland Inn

Swan River, MB

**Duties:**

* Serving customers in the restaurant, checking people in and out of motel and taking payments

**Aug 2006-Feb 2007**

**Guest Services**

Super 8 Motel

Swan River, MB

**Duties:**

* Checking people in and out of the motel, cleaning, folding laundry, operating the switchboard phone and taking payments

**Education**

**2011-2013**

**Fitness Leadership Diploma**

Grande Prairie Regional College

Grande Prairie, AB

* Studies include courses in Anatomy, Physiology, Nutrition, Resistance Training, Sports Injury, Biomechanics, Fitness Assessment, Advanced Training Techniques, Sports Psychology, Exercise Prescription, Business and Computer Training
* Practicum placement totaling over 100 hours
* CSEP-CPT certification obtained
* AFLCA Resistance Training Certification has been obtained

**2006/2007**

**Medical Office Certification**

Academy of Learning

Swan River, MB

* Completed courses including Medical Office Procedures, Medical Terminology and Microsoft Computer Training

**2005/2006**

**Business Accountancy Certificate**

University College of the North

The Pas, MB

* Completed courses including Business Math, Accounting, Business Ethics, Organizational Behavior and Computers in Business